# ROSWELL INFRASTRUCTURE COMMITTEE AGENDA

Monday, JULY 20, 2026 AT 2:00 P.M.
City Hall - Mike Mathews Conference Room
425 N. Richardson Ave., Roswell, New Mexico 88201
Committee Chair: Darrell Johnson
Committee Vice Chair: Juan Oropesa
Committee Members: Bob Corn, Kurt Gass, and Carlos Marrujo, Jr.
Staff Coordinator: James MacCornack

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

1. Approval of the June 15, 2026 Infrastructure Committee Meeting Minutes.

**REGULAR ITEMS**

2. Consider recommending Resolution 26-XX for participation in FY 2027 LGRF NMDOT funding program.

3. Consider recommending approval of a budget adjustment in the amount of $192,930.00 and authorization of a purchase order to Otis Elevator Company for the modernization of the City Hall elevator, including Alternate #1 for a new cab interior. (Martinez)

**NON-ACTION ITEMS**

4. Department Report - Solid Waste & Fleet

5. Department Report -Roswell Transit

6. Department Report - Streets

7. Department Report - Special Electronics

8. Department Report -Cemetery

9. Department Report -Parks

10. Department Report -Recreation

11. Department Report -Zoo

12. Department Report -Utilities

13. Department Reports -Engineering

## PUBLIC PARTICIPATION

## ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1975 and Resolution 26-12.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed. Printed and posted: Friday, July 17, 2026

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**Approval of Minutes** **1.**

**Infrastructure Committee**

**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**ACTION REQUESTED:**

Approval of the June 15, 2026 Infrastructure Committee Meeting Minutes.

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**Attachments**

Draft June 15, 2026 Infrastructure Committee Meeting Minutes

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Regular Meeting of the Infrastructure Committee
Held in the City Hall's Mike Mathews Conference Room
**June 15, 2026**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and Resolution 26-12.

**ROLL CALL:**

The meeting convened at 2:01 p.m. with Chairman Johnson, Councilor Gass, Councilor Oropesa being present, and Councilor Corn and Councilor Marrujo being absent.

*Staff Present:*

Becky Hicks, James MacCornack, Louis, Romero, II, Stacey McGuigan, Angela Garcia, Nathaniel Mascarenas, Jason Flores, Nathan Saverance, Amalia Martinez, Bobbi Thompson, and Bernadette Lopez

*Guest(s) Present:*

Rita Kane-Doerhoefer

**APPROVAL OF AGENDA:**

***Councilor Oropesa moved to approve the agenda for June 15, 2026 as presented. Councilor Gass was the second. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Corn and Councilor Marrujo being absent.***

**APPROVAL OF MINUTES:**

1. Approval of the May 18, 2026 Minutes:

***Councilor Gass moved to approve the minutes from the May 18, 2026 meeting as presented. Councilor Oropesa was the second. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Corn and Councilor Marrujo being absent.***

**REGULAR ITEMS (ACTION ITEMS):**

2. Consider recommendation of Resolution 26-XX for support of application to the New Mexico Department of Finance for a possible Community Development Block Grant (CDBG) funding application:

James MacCornack discussed the Resolution 26-XX and the CDBG application. He stated the area that they are targeting is Garden St. to Atkinson Ave., from Cherry St. north of the Spring River Basin, a little subdivision. ***Councilor Gass moved to send this item to the Finance Committee. Councilor Oropesa was the second. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Corn and Councilor Marrujo being absent.***

**Discussion took place for the following department report(s):**

**NON-ACTION ITEMS:**

3. Facilities Maintenance Report:

4. Utilities Report:

5. Special Electronics' Report:

6. Streets Report:

**FOR THE RECORD**:

**Councilor Corn attended the meeting at 2:12 p.m.**

7. Solid Waste & Fleet Report:

8. Cemetery Report:

9. Parks Report:

10. Recreation Report:

11. Zoo Report***:***

12. Engineering Report:

Councilor Gass inquired about the water line project on North Montana in regards to priority and problems. James MacCornack stated they applied to the Water Trust Board for this project last year, but was not awarded. They plan to re-apply next year in January, 2027. The estimated cost for this project is approximately 9.5-million-dollars.

Councilor Johnson inquired about the Country Club Reservoirs' status. James MacCornack stated they received an estimate from Tank Industry Consultants to generate a new bid package for the leaks on the reservoirs. James MacCornack confirmed the grant funds can be used for this.

James MacCornack stated the Lift Station at the RIAC's construction is underway.

13. Roswell Transit Report:

**PUBLIC PARTICIPATION:**

Veneranda Soltero addressed her issues with the overflow of trash and illegal dumping in and near the 300-gallon trash bin behind her property. Bobbi Thompson asked to get Ms. Soltero's information, so she can call her with the schedule of the 95-gallon trash bins for her neighborhood.

Rita Kane-Doerhoefer stated the County uses trash compactors.

**ADJOURN**:

The meeting adjourned at 2:50 p.m.

DRAFT

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

**ACTION REQUESTED:**
Consider recommending Resolution 26-XX for participation in FY 2027 LGRF NMDOT funding program.

**BACKGROUND:**
Initiated by: James MacCornack
The City was notified that we have been awarded FY 2027 funding under the NMDOT LGRF program. City was awarded a project for pavement maintenance on W. Country Club in the amount of $300,445 ($225,334 NMDOT funds, $75,111 City Match).

**FINANCIAL CONSIDERATION:**
Awarded funds can be requested upon City completing procurement process and issuing a notice to proceed to the contractor. Unused funds have to be returned to NMDOT.

**LEGAL REVIEW:**
Resolution has been submitted to the City Attorney for review.

**BOARD AND COMMITTEE ACTION:**
Consider recommending Resolution 26-XX for participation in FY 2027 LGRF NMDOT funding program to Finance Committee.

**Attachments**

Draft Resolution
LGRF Funding Agreement

**RESOLUTION 26-XX**

**PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** the **City of Roswell** and the New Mexico Department of Transportation have entered into a cooperative grant agreement under the Local Government Road Fund Program for a local road project.; and

**WHEREAS,** the total cost of the project will be **$300,445** to be funded in proportional share by the parties hereto as follows:

| CN L200705<br>Project Funding | Department Share | Public Entity Share | Total Project Cost |
|---|---|---|---|
| **Funding Source 1** | **75%** | **25%** | **100%** |
| **FY 2027 Local Government Road Fund**<br><br>Pavement Rehabilitation and replacing striping and pavement markings | **$225,334** | **$75,111** | **$300,445** |

**WHEREAS,** the City of Roswell shall pay all costs, which exceed the total project cost of $300,445; and

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

a. The project for this Cooperative Agreement is adopted and has a priority standing.

b. The Cooperative Agreement terminates on **12/31/2027** and the **City of Roswell** incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

c. The agent of the **City of Roswell**, Mayor Timothy Z. Jennings, shall have signature authority to bind the **City of Roswell** to the terms and conditions of this Cooperative Agreement, and shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the **City of Roswell** in the manner set forth by the Cooperative Agreement; and

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

Enter into Cooperative Agreement for Project Control Number **L200705** with the New Mexico Department of Transportation for the LGRF Program for fiscal year **2027** for **Main Street west to Washington - Pavement Rehabilitation and replacing striping and pavement markings** within the control of **City of Roswell** in the State of New Mexico.

DRAFT

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk

DRAFT

**Contract No.** _____
**Vendor No.** 0000054357
**Control No.** HW2L200705

# LOCAL GOVERNMENT ROAD FUND COOPERATIVE AGREEMENT

**This Agreement** is between the **New Mexico Department of Transportation** (Department) and **City of Roswell** (Public Entity), collectively referred as the "parties." This Agreement is effective as of the date of the last party to sign it on the signature page below.

Pursuant to NMSA 1978, Sections 67-3-28 and 67-3-28.2, and State Transportation Commission Policy No. 44, and

Pursuant to the Public Entity's resolution that assumes ownership, liability, and maintenance responsibility for the project scope, or related amenities, and required funding to support the Project identified herein, the parties agree as follows:

**1. Purpose.**

The purpose of this Agreement is to provide Local Government Road Funds to the Public Entity for the Project, as described in Control No. L200705, and the Public Entity's resolution attached as **Exhibit C**. See:

Pavement Rehabilitation and replacing striping and pavement markings

The Project is a joint and coordinated effort for which the parties each have authority or jurisdiction. This Agreement specifies and delineates the rights and duties of the parties.

**2. Project Funding.**

**a.** The estimated total cost for the Project is **Three Hundred Thousand Four Hundred Forty Five Dollars and Thirty Three Cents ($300,445)** to be funded in proportional share by the parties as follows:

| Project Funding | Department Share | Public Entity Share | Total Project Cost |
|---|---|---|---|
| **Funding Source 1** | **75%** | **25%** | |
| **FY 2027 Local Government Road Fund**<br><br>**For the purpose stated above in Section 1.** | **$225,334** | **$75,111** | **$300,445** |
| | | **Total Project Cost** | **$300,445** |

**b.** The Public Entity shall pay all Project costs, which exceed the Total Project Cost.
**c.** Any costs incurred by the Public Entity prior to this Agreement are not eligible for reimbursement and are not included in the amount listed in this Section 2.

**3. The Department Shall:**

Pay the Department's Share of Project Funding identified in Section 2, Paragraph a, to the Public Entity in a single lump sum payment after:

a. Receipt of a cover letter requesting funds;
b. Receipt of a Notice of Award and Notice to Proceed;
c. Receipt of Estimated Summary of Costs and Quantities;
d. Verification of available Local Government Road Funds and Public Entity's local matching funds identified in Section 2, Paragraph a; and
e. All required documents must include Department Project and Control Number.

**4. The Public Entity Shall:**

a. Act in the capacity of lead agency for the Project described in Section 1.
b. Submit an estimate of the Project, including work to be performed and cost to the District Engineer within thirty (30) calendar days of execution of this Agreement, or as otherwise agreed to in writing by the parties.
c. Be solely responsible for all proportional matching funds identified in Section 2. Certify that these matching funds have been appropriated, budgeted, and approved for expenditure prior to execution of this Agreement.
d. Pay all costs, and perform and supply or contract for all labor and material, for the purpose as described in Section 1 and the Project estimate approved by the District Engineer.
e. Procure and award any contract in accordance with applicable procurement law, rules, regulations and ordinances.
f. In accordance with project parameters, assume the lead planning and implementation role and sole responsibility for environmental, archaeological, utility clearances; railroad and Intelligent Transportation System (ITS) clearances; right-of-way acquisition; project development and design; and project construction and management.
g. Cause all designs and plans to be performed under the direct supervision of a Registered New Mexico Professional Engineer, when applicable, as approved by the Department.
h. Obtain all required written agreements or permits, as applicable, from all public and private entities.
i. Allow the Department to inspect the Project to confirm that the Project is constructed in accordance with the provisions of this Agreement. Disclosures of any failure to meet such requirements and standards as identified by the Department, will result in termination for default, including without limitation the Public Entity's costs for funding, labor, equipment and materials.
j. Complete the project within eighteen (18) months of approval of funding by the State Transportation Commission.
k. Within thirty (30) calendar days of completion, provide written certification that all work under this Agreement was performed in accordance with either the New Mexico Department of Transportation's Standard Specification, Current Edition; American Public Works Association (APWA) Specifications; Department approved Public Entity established Specifications; or Department Specifications established for Local Government Road Fund projects, by submitting the **Project Certification of Design, Construction,**

**and Cost form,** attached as **Exhibit B**.

l. Within thirty (30) calendar days of completion, furnish the Department an **AS BUILT Summary of Costs and Quantities** form, attached as **Exhibit C**. The report should reflect the total cost of the Project as stated in the **Project Certification of Design, Construction, and Cost** form.

m. Failure to provide the **Project Certification of Design, Construction, and Cost** form and an **AS BUILT Summary of Costs and Quantities** report within thirty (30) calendar days of Project completion is a material breach of this Agreement and Public Entity shall reimburse to the Department all funds disbursed in accordance with this Agreement.

n. Upon completion, maintain all Public Entity facilities that were constructed or reconstructed under this Agreement.

**5. Both Parties Agree:**

a. Upon termination of this Agreement any remaining property, materials, or equipment belonging to the Department will be accounted for and disposed of by the Public Entity as directed by the Department.

b. Any unexpended or unencumbered balance from the Local Government Road Fund appropriated for this Project reverts to the Department. These balances, if any, must be reimbursed to the Department within thirty (30) calendar days of project completion or expiration of this Agreement, whichever occurs first.

c. This Project is not being incorporated into the State Highway System and the Department is not assuming maintenance responsibility or liability.

d. Pursuant to NMSA 1978, Section 67-3-28.2, Local Government Road Funds granted under this provision cannot be used by the Public Entity to meet a required match under any other program.

e. As applicable for state-funded projects, the provisions of the Tribal/Local Public Agency (T/LPA) State Funding Handbook (Current Edition), and for projects with federal funds, the provisions of the Tribal/Local Public Agency (T/LPA) Federal Funding Handbook (Current Edition), are incorporated by reference and control the contractual rights and obligations of the parties unless in conflict with the specific terms expressed in this Agreement or any amendments.

**6. Term.**

This Agreement becomes effective upon signature of all Parties. The effective date is the date when the last party signed the Agreement on the signature page below. This Agreement terminates on **12/31/2027**. In the event an extension to the term is needed, the Public Entity shall provide through a duly authorized agent written notice along with detailed justification to the Department sixty (60) calendar days prior to the expiration date to ensure timely processing of an Amendment.

**7. Termination.**

a. If the Public Entity fails to comply with any provision of this Agreement, the Department may terminate this Agreement by providing thirty (30) calendar days written notice.

b. The Department may terminate this Agreement if the funds identified in Section 2 have not been contractually committed within one year from the effective date of this Agreement.

c. If sufficient appropriations and authorizations are not made, this Agreement will terminate immediately upon written notice of the Department to the Public Entity.

d. Neither party has any obligation after termination, except as stated in Sections 4, 5, and 16.

**8. Third Party Beneficiary.**

It is not intended by any of the provisions of this Agreement to create in the public or any member of the public a third party beneficiary or to authorize anyone not a party to the Agreement to maintain suit for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

**9. Liability.**

As between the Department and Public Entity, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1, *et seq*., and other applicable law.

**10. Contractors Insurance Requirements.**

The Public Entity shall require contractors and subcontractors hired for the Project to have a general liability insurance policy, with limits of liability of at least $1,000,000 per occurrence. The Department is to be named as an additional insured on the contractors and subcontractor's policy and a certificate of insurance and endorsements listing the Department as an additional insured must be provided to the Department and must state that coverage provided under the policy is primary over any other valid insurance.

To the fullest extent permitted by law, the Public Entity shall require the contractor and subcontractors to defend, indemnify and hold harmless the Department from and against any liability, claims, damages, losses or expenses (including but not limited to attorney's fees, court costs, and the cost of appellate proceedings) arising out of or resulting from the negligence, act, error, or omission of the contractor and subcontractor in the performance of the Project, or anyone directly or indirectly employed by the contractor or anyone for whose acts they are liable in the performance of the Project.

**11. Scope of Agreement.**

This Agreement incorporates agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this Agreement. No prior agreement or understandings, verbal or otherwise, of the parties or their agents are valid or enforceable unless included in this Agreement.

**12. Terms of this Agreement.**

The terms of this Agreement are lawful. Performance of all duties and obligations must conform with and not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

**13. Legal Compliance.**

The Public Entity shall comply with all applicable federal, state, and local laws, and Department regulations and policies in the performance of this Agreement, including, but not

limited to laws governing civil rights, equal opportunity compliance, environmental issues, workplace safety, employer-employee relations and all other laws governing operations of the workplace. The Public Entity shall include the requirements of this Section 13 in each contract and subcontract at all tiers.

**14. Equal Opportunity Compliance.**

The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States will, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age, disability, or other protected class, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the Public Entity is found to not comply with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies, subject to Section 7 above.

**15. Appropriations and Authorizations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Public Entity, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Public Entity, Legislature of New Mexico, or the Congress of the United States if federal funds are involved, this Agreement will terminate upon written notice being given by one party to the other. The Department and Public Entity are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

**16. Accountability of Receipts and Disbursements.**

There shall be strict accountability for all receipts and disbursements relating to this Agreement. The Public Entity shall maintain all records and documents relative to the Project for a minimum of five years after completion of the Project. The Public Entity shall furnish the Department and State Auditor, upon demand, any and all such records relevant to this Agreement. If documentation is insufficient to support an audit by customarily accepted accounting practices, the expense supported by such insufficient documentation must be reimbursed to the Department within thirty (30) calendar days. If an audit finding determines that specific funding was inappropriate or not related to the Project, the Public Entity shall reimburse that portion to the Department within thirty (30) calendar days of written notification.

**17. Severability.**

In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement will remain in full force and effect.

**18. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue is proper in a New Mexico Court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

**19. Amendment.**

This Agreement may be altered, modified, or amended only by an instrument in writing executed by the parties.

**The remainder of this page is intentionally left blank.**

**In witness whereof**, each party is signing this Agreement on the date stated opposite that party's signature.

**NEW MEXICO DEPARTMENT OF TRANSPORTATION**

By:_____ Date: _____
Cabinet Secretary or Designee

Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

By:_____ Date: _____
Assistant General Counsel

**City of Roswell**

By:_____ Date: _____

Title: _____

Attest: _____
City of Roswell Clerk or Designee

**EXHIBIT A**
**PROJECT CERTIFICATION OF**
**DESIGN, CONSTRUCTION, AND COST**

TO: New Mexico Department of Transportation
District _____ LGRF Coordinator

Cooperative Agreement No. _____ Control No. _____
Joint Powers Agreement No. _____ Control No. _____

Entity: _____

Scope of Work (Including Routes and Termini):
_____
_____
_____
_____
_____

I, the undersigned, in my capacity as _____ of _____ state that:

1. The design is in compliance with all state laws, rules, regulations, and local ordinances and was performed in accordance with the provisions set forth in this Agreement and in the Tribal/Local Public Agency State Funding Handbook (Current Edition);

2. Construction of the project was performed in accordance with standards and specifications set forth in:

_____
and completed on _____, 20_____; and

3. That the total project cost of _____, with New Mexico Department of Transportation 75% share of _____ and the Public Entity share of _____ (as submitted in attached "As Built Summary of Costs and Quantities") is accurate, legitimate, and appropriate for the project.

_____ _____
Name Date

_____
Print Name

_____
Title

# EXHIBIT B

## AS BUILT SUMMARY
## OF COSTS AND QUANTITIES
### CONTRACT

ENTITY: _____ No.: _____ CN: _____

PROJECT No.: _____

TERMINI: _____

_____

SCOPE OF WORK: _____

_____

| ITEM NO. | ITEM DESCRIPTION | UNIT | ESTIMATED QUANTITY | FINAL QUANTITY | UNIT COST | FINAL COST |
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**EXHIBIT C**
City of Roswell
RESOLUTION

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the **City of Roswell** and the New Mexico Department of Transportation have entered into a cooperative grant agreement under the Local Government Road Fund Program for a local road project.

WHEREAS, the total cost of the project will be **$300,445** to be funded in proportional share by the parties hereto as follows:

| **CN L200705**<br>**Project Funding** | **Department Share** | **Public Entity Share** | **Total Project Cost** |
|---|---|---|---|
| **Funding Source 1** | **75%** | **25%** | **100%** |
| **FY 2027 Local Government Road Fund**<br><br>Pavement Rehabilitation and replacing striping and pavement markings | **$225,334** | **$75,111** | **$300,445** |

WHEREAS, the **City of Roswell** shall pay all costs, which exceed the total project cost of **$300,445**.

NOW THEREFORE, be it resolved in official session that **City of Roswell** determines, resolves, and orders as follows:

a. The project for this Cooperative Agreement is adopted and has a priority standing.
b. The Cooperative Agreement terminates on **12/31/2027** and the **City of Roswell** incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.
c. The agent of the **City of Roswell**, _____(name or title), shall have signature authority to bind the **City of Roswell** to the terms and conditions of this Cooperative Agreement, and shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the **City of Roswell** in the manner set forth by the Cooperative Agreement.

NOW THEREFORE, be it resolved by the **City of Roswell** to enter into Cooperative Agreement for Project Control Number **L200705** with the New Mexico Department of Transportation for the LGRF Program for fiscal year **2027** for **Main Street west to Washington - Pavement Rehabilitation and replacing striping and pavement markings** within the control of **City of Roswell** in the State of New Mexico.

(Appropriate Signatures below (Council, Commission, School Board, Tribe, Pueblo, Nation, etc.)

_____ DATE _____
***(PRINTED NAME, POSITION)***

_____ DATE _____
***(PRINTED NAME, POSITION)***

_____ DATE _____
***(PRINTED NAME, POSITION)***

**Regular Items** **3.**

**Infrastructure Committee**

**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**ACTION REQUESTED:**

Consider recommending approval of a budget adjustment in the amount of $192,930.00 and authorization of a purchase order to Otis Elevator Company for the modernization of the City Hall elevator, including Alternate #1 for a new cab interior. (Martinez)

**BACKGROUND:**

**Initiated by: Amalia Martinez**

The City Hall elevator is in need of modernization to improve reliability, safety, code compliance, and overall functionality. Otis Elevator Company submitted a proposal through the OMNIA Partners Purchasing Cooperative Agreement for the modernization of the existing hydraulic elevator located at City Hall. The modernization includes replacement and upgrade of major elevator components, including the control system, pump motor, power unit, door operator, emergency return unit, hall fixtures, car operating panel, emergency communication systems, and other related equipment. The base contract amount is $167,930.00. Staff recommends inclusion of Alternate #1 – New Cab Interior in the amount of $25,000.00, bringing the total project cost to $192,930.00. The new cab interior will provide a fully modernized appearance while complementing the mechanical and safety upgrades included in the project. The alternative is identified in the proposal as an additional cost of $25,000.00. Staff contacted Austin Neff of Otis Elevator Company regarding applicable taxes. Austin Neff confirmed that no tax will be charged on this project and further verified with the Otis team that the tax amount is $0.00. Based on this confirmation, the total project cost remains $192,930.00. (Tax confirmation provided by vendor; not reflected in proposal document.)

**FINANCIAL CONSIDERATION:**

Base Contract Amount: $167,930.00
Alternate #1 – New Cab Interior: $25,000.00
Total Project Cost: $192,930.00
Tax: $0.00 (Vendor confirmed)

**LEGAL REVIEW:**

None at this time.

**BOARD AND COMMITTEE ACTION:**

The Infrastructure Committee is the first to hear this item.

**STAFF RECOMMENDATION:**

Proceed as presented.

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**Attachments**

City of Roswell City Hall Modernization Proposal

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OTIS

# HydroFit™ MOD

OTIS

# Otis HydroFit™ MOD Hydraulic Control System

7/2/2026

**CUSTOMER NAME**
City of Roswell- City Hall

**Otis Elevator Company**
6701 Edith Blvd Ste C
Albuquerque, NM 87113

**PROJECT LOCATION**
425 N Richardson Ave
Roswell, New Mexico, 88201

**PROPOSAL NUMBER**
F7SE3506/02

We propose to furnish labor and material to provide a microprocessor based HydroFit MOD control system. It is a digital closed-loop microprocessor-based control system specifically designed to meet the particular needs of modernizing hydraulic elevators.

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# Section 1

## UNITS

### DUTY

The present capacity and speed of the elevators will be retained as follows:

City of Roswell- City Hall

| MACHINE # | CAPACITY (Pounds) | SPEED (Feet per Minute) |
|---|---|---|
| G15544 | 1500 | 75 |

### TRAVEL, STOPS & OPENINGS

The present travel, stops and openings of the elevators will be retained as follows:

City of Roswell- City Hall

G15544

| LANDINGS | OPENINGS | | Distance Between Floors |
|---|---|---|---|
| | Front | Rear | |
| 4 | Yes | No | 0 ft 0 in 0 |
| 3 | Yes | No | 10 ft 0 in 0 |
| 2 | No | Yes | 5 ft 0 in 0 |
| 1 | Yes | No | 15 ft 0 in 0 |

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## Section 2

# OPERATION

### NEW AUTOMATIC SELF-LEVELING

The elevator shall be provided with automatic self-leveling that shall typically bring the elevator car level with the floor landings + ¼" regardless of direction of travel. The automatic self-leveling shall correct for over travel or under travel and rope stretch.

### NEW SPECIAL EMERGENCY SERVICE

Special Emergency Service operation shall be provided in compliance with the latest applicable revision of the ASME/ANSI A17.1 Code.

Special Emergency Service Phase I to return the elevator(s) non-stop to a designated floor shall be initiated by an elevator smoke detector system or a keyswitch provided in a lobby fixture.

The smoke detector system, if required, is to be furnished by others. The elevator contractor shall provide contacts on the elevator controller to receive signals from the smoke detector system.

A keyswitch in the car shall be provided for in-car control of each elevator when on Phase II of Special Emergency Service.

If an elevator is on independent service when the elevators are recalled on Phase I operation, a buzzer shall sound in the car and a jewel shall be illuminated, subject to applicable codes.

### NEW INDEPENDENT SERVICE

When the Independent Service switch in the car operating panel is actuated; it shall cancel previously registered car calls, disconnect the elevator from the hall buttons, and allow operation from the car buttons only. Door operation shall occur only after actuation of the "DOOR CLOSE" button.

### NEW INSPECTION OPERATION

For inspection purposes, an enabling keyswitch shall be provided in the car operating panel to permit operation of the elevator from on top of the car and to make car and hall buttons inoperative.

### HOISTWAY ACCESS SWITCHES

An enabling keyswitch shall be provided in the car operating panel to render all car and hall buttons inoperative and to permit operation of the elevator by means of an access keyswitch adjacent to the hoistway entrance at the access landing.

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## Section 3

# MACHINE ROOM EQUIPMENT

### POWER SUPPLY
The power supply of 220V_60HZ, alternating current will be retained with the new equipment arranged for this power supply.

### NEW CONTROLLER
A microprocessor based HydroFit MOD control system shall be provided to perform all the functions of safe elevator motion and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform group operational control.

### NEW SOFT STARTER
A new solid-state starter will be provided.

### NEW PUMP MOTOR
The existing motor will be replaced.

### POWER UNIT

#### NEW SUBMERSIBLE
The existing power unit will be replaced with a new power unit. The new power unit consists of a positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler. The pump and motor are submerged and are mounted to the tank with rubber isolators to reduce vibration and noise.

### NEW VALVE
A new integral 4-coil control valve will be installed to replace the existing valve. The valve consists of up, up leveling, down and down leveling controls along with manual lowering and a pressure relief valve.

### NEW AUT-O-SAFE®
We propose to furnish and install an Emergency Return Unit (ERU) providing auxiliary power to your hydraulic elevator. In the event of a primary power failure or a single-phase condition, the ERU is designed to automatically return the elevator to its lowest landing at normal speed and allow all passengers to exit safely.

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## Section 4

# DOOR EQUIPMENT

### NEW CLOSED LOOP DOOR OPERATOR
Install a new closed loop door operator. Car and hoist way doors shall be power operated by means of a closed loop door operator mounted on top of the car designed to give consistent door performance with changes in temperature, wind or minor obstruction in the door track. The system continually monitors door speed and position and adjusts it accordingly to match the pre-determined profile.

### NEW DOOR-PROTECTION DEVICE
Install a new solid state, infrared passenger protection device on the car door. Elevator doors shall be provided with a reopening device that will stop and reopen the car door(s) and hoistway door(s) automatically should the door(s) become obstructed by an object or person.

### NEW INTERLOCKS
New interlocks will be installed. The interlocks shall prevent operation of the elevator unless all doors for that elevator are closed and shall maintain the doors in their closed position while the elevator is away from the landing.

### RETAIN CAR DOOR TRACKS AND HANGERS
The present car door tracks and hangers shall be retained and inspected for proper alignment. Any adjustment required will be accomplished.

### RETAIN HOISTWAY ENTRANCES
The present hoistway entrances will be retained.

### RETAIN HOISTWAY DOOR TRACKS AND HANGERS
The present hoistway door tracks and hangers shall be retained.

### NEW HOISTWAY DOOR RESTRICTORS
Folding hoistway door restrictors shall be installed.

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## Section 5

# HOISTWAY EQUIPMENT

### RETAIN HOISTWAY OPERATING DEVICES
The existing hoistway operating devices shall be retained.

### RETAIN CAR GUIDES
The existing car guides shall be retained.

### RETAIN CAR INTERIOR (Alternate listed below)
The present car interior shall be retained.

### RETAIN FLOORING
The present flooring will be retained.

### NEW PIT SWITCH
An emergency stop switch shall be located in the pit accessible from the pit access door.

### RETAIN SPRING BUFFERS
The existing spring buffers shall be retained.

### NEW ACCESS ALERT HOISTWAY SAFETY DEVICE
We will furnish and install all the necessary components, circuitry and wiring for a new Access Alert system, which will operate on the elevator car top and pit.

Access Alert will be installed so the elevator can be controlled in a safe manner when an authorized person accesses the elevator hoistway. The Access Alert system meets all applicable safety codes.

This groundbreaking new product, Access Alert, is specifically designed to:

- Prevent work on top of the elevator without the top of car inspection station engaged properly.
- Prevents moving the elevator on inspection while personnel are in a potentially unsafe position.
- Prevent working in the elevator pit, while the pit stop switch is not engaged properly.
- Meet applicable building and elevator codes.

Similar to the seatbelt alarm in your car, Access Alert provides a constant, noticeable reminder to anyone accessing the hoistway that they need to engage the stop switch before starting work. We believe the simplicity, ease of installation, and cost-effectiveness of this product will be an important way for you to invest in improving safety inside your facility.

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## Section 6

# CAR FIXTURES

### NEW APPLIED CAR OPERATING PANEL

An applied car operating panel shall be furnished. The panel shall contain a bank of mechanical illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button, door open and door close buttons and a light switch. All buttons, when applicable, to be long life LED illumination. This panel shall be equipped with a button that shall initiate two-way communication between the car and a location inside the building, switching over to another location if call is unanswered. Otis will provide our standard, code compliant, applied fixtures in a brushed stainless-steel finish. If a specific fixture design or configuration is requested, you agree to notify Otis upon execution of this agreement. Design modifications may lead to additional costs based on final selection.

### NEW EMERGENCY CAR LIGHTING

An emergency power unit employing a 6-volt sealed rechargeable battery and totally static circuit shall be provided. The power unit shall illuminate the elevator car and provide current to the alarm bell in the event of normal power failure. The equipment shall comply with the requirements of the latest applicable revision of the ASME/ANSI A17.1 Code.

### NEW CAR POSITION INDICATOR

A car position indicator shall be installed. The position of the car in the hoistway shall be shown by illumination of the indication corresponding to the landing at which the car is stopped or passing.

### NEW AUDIBLE SIGNAL (INDICATES PASSING OR STOPPING AT A LANDING)

An audible signal shall sound in the car to tell passengers that the car is either stopping or passing a landing served by the elevator.

### NEW AUDIBLE SIGNAL

Equipment shall be furnished to allow an audible announcement in each car of the name of the next selected landing at which the elevator will stop and the committed direction of travel. Several advisory messages shall also be available to indicate the need for elevator on special service or passenger delay of elevator.

### NEW "IN-CAR" DIRECTION LANTERNS

Direction lantern(s) shall be mounted in car entrance jamb(s), visible from the corridor, which when the car stops and the doors are opening shall indicate the direction the car is traveling. A chime shall also be furnished on the car that will sound once for the “UP” direction and twice for the “DOWN” direction as the doors are opening.

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## Section 7

# HALL FIXTURES

### NEW HALL BUTTONS

New hall buttons shall be installed at each landing. An up button and a down button at each intermediate landing and a single button at each terminal landing shall be installed. All buttons, when applicable, shall be long-life LED illumination. Otis will provide our standard, code compliant, applied fixtures in a brushed stainless-steel finish. If a specific fixture design or configuration is requested, you agree to notify Otis upon execution of this agreement. Design modifications may lead to additional costs based on final selection.

## Section 8

# WORK BY OTHERS – NOT IN CONTRACT

The following items must be performed by others and you agree to provide this work in accordance with the applicable codes and enforcing authorities:

### WORK BY OTHERS SCHEDULING

All "Work by Others" must either be completed prior to our manning the job or be properly scheduled as to not obstruct the progress of the project.

### AIR CONDITIONING

Provide suitable ventilation and cooling equipment, if required, to maintain the machine-room temperature between 60°F and 100°F. The relative humidity should not exceed 95 percent non-condensing.

### BUILDING POWER

Provide electrical power for light, tools, hoists, etc. during installation as well as electric current for starting, testing, and adjusting the elevator. Power of permanent characteristics to be provided to properly operate all the elevators concurrently scheduled to be modernized. Power must be a 3-phase 4 wire system with ground and bonded disconnects. Grounded leg delta systems are not acceptable.

### SMOKE AND HEAT SYSTEM

Provide elevator lobby, machine room and hoistway smoke detecting devices located as required and wired from the fire control center to a controller in the machine room. Hoistway devices are required to be made accessible from outside the elevator hoistway. Coordinate signal connections and necessary

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testing with the Elevator Contractor. Provide the following zones and locate signal circuits in a properly labeled junction box in the machine room:

Main Floor Recall: Provide one set of normally closed contacts that will open when any smoke sensor related to the elevators at the designated main landing senses smoke. This excludes other devices located in the machine room, hoistway or main egress floor.

Alternate Floor Recall: Provide one set of normally closed contacts that will open when the smoke sensor at the main egress floor senses smoke.

Machine Room/Hoistway Recall: Provide one set of normally closed contacts that will open when any smoke sensor located in the machine room or hoistway/pit senses smoke.

## SPRINKLERS

Provide code compliant sprinkler system, as required, in the hoistway, pit and machine room. If sprinklers are being installed or altered in the hoistway(s), pit or the machine rooms, a means must be provided to disconnect three-phase power before water is applied. This is usually accomplished with a shunt trip breaker that must be located outside the elevator machine room. The shunt trip breaker may be activated by heat detectors located within 24" of the sprinkler heads and arranged to trip at a lower temperature than the sprinkler heads. A heat detector is not required in the pit if the sprinkler head is within 24" of the pit floor. Heat and smoke devices in elevator hoistways must be installed with UL rated and lockable panels that are accessible for servicing from outside the hoistway. The panel interiors are to be guarded using a minimum 13 gauge metal with a pattern of maximum ¾ inch holes.

## CUTTING AND PATCHING

Do any cutting, (including cutouts to accommodate hall signal fixtures, entrances and/or machine room access) patching and painting of walls, floors or partitions.

## MAIN DISCONNECT

Provide a fused lockable disconnect switch or circuit breaker for each elevator per the National Electrical Code with feeder or branch wiring to the transformer. Size to suit elevator contractor. Provide a SHUNT TRIP disconnect, as required, if sprinklers are being provided. Provide suitable connections from the main disconnect to the elevator control equipment.

Electrical Feeder system to limit available short circuit to not more than 10k amps at the load side of the elevator main line disconnect.

## GROUND WIRE

Provide a properly sized ground wire from the elevator controller(s) to the primary building ground.

## EMERGENCY COMMUNICATIONS – Voice / Video / Text

Provide a dedicated 125 volt, 15 ampere single-phase power supply with a fused SPST disconnect switch or circuit breaker, per group of elevators in the same location as the 3-phase elevator disconnect. This disconnect or breaker shall be capable of being locked in the open position per National Electrical Code or Canadian Electrical Code, as applicable. If Emergency (standby) power system is supplied this disconnect must be arranged to be feed from the same emergency (standby) power transfer switch as

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the elevator group. Provide a dedicated RJ45 internet network connection in each control room, minimum download speed 5Mbps per elevator, minimum upload speed 1Mbps per elevator.

| Number of Elevators | Min. Download Bandwidth (Mbps) | Min. Upload Bandwidth (Mbps) |
|---|---|---|
| 1 - 3 | 5 | 1 |
| 4 | 10 | 2 |

## EMERGENCY COMMUNICATIONS – Intercom

Provide a 120VAC 15A single phase power supply with fused disconnect switch (or circuit breaker) with GFCI outlet in machine room located as required for communications system.

## GFCI OUTLETS

Provide 120volt GFCI type convenience outlets in the machine room and in each pit. . Provide additional non-GFCI outlet in each pit for use by sump pump. Pits subject to sprinklers shall have NEMA 4 rated fixtures if located below 48" above pit floor.

## CAR LIGHT POWER SUPPLY AND DISCONNECT

For each car provide a 120 volt AC, 15 amp, single-phase power supply with fused disconnect switch (or circuit breaker) capable of being locked in the open (off) position with feeder wiring to each controller located in the machine room.

## VIDEO DISPLAY POWER SUPPLY AND DISCONNECT

For each car provide a 120 volt AC, 15 amp, single-phase power supply with fused disconnect switch (or circuit breaker) capable of being locked in the open (off) position and with GFCI outlet located in the machine room.

## REMOTE PANELS

Provide required conduit, with adequate pull boxes and ells from the elevator hoistway(s) to the location or locations required to facilitate the installation of Lobby Panels, Fire Control Room Panels or Elevator Monitoring Systems. Size and number as specified by Otis. Leave a measured pull tape in the conduit. Otis to furnish and pull required conductors.

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## EMERGENCY (STANDBY) POWER

If emergency power is available, verify and provide the following:

a. Power that meets the load characteristic requirements of the new control system. Power that is capable of operating and providing sufficient power to non-linear elevator loads and that is capable of absorbing regenerated power resulting from running elevators with overhauling loads.

b. Two conductors to the machine room from a normally closed auxiliary contact on the Owner's EP transfer switch. Contacts to open when power transfers to the emergency source.

c. Two additional conductors to the machine room from an adjustable timed relay on the Owner's EP transfer switch to indicate "request to transfer" from standby to normal power.

d. Power for 115VAC circuits that supply elevator cab lights, cab fan, communication means, EMS, Lobby Panels, and Compass dispatching systems (if applicable).

e. Power for machine room lighting, ventilation and cooling means.

## ROOF LIGHTING

Lighting is required to illuminate machine room access paths on the roof.

## LIGHTING

Provide sufficient lighting in the buildings common areas to facilitate a safe working environment. Provide new or modify machine room lighting to provide a minimum of 19 ft. candles of illumination and new pit lighting to provide a minimum of 10ft. candles of illumination. The machine room light switch shall be located within 18" of the lock-set side of the entry door. Pit light switches shall be adjacent to the pit ladder and a minimum of 24" above the threshold level. Lighting must have code compliant guards of either grounded metal, plastic or comparable. Pits subject to sprinklers shall have NEMA 4 rated fixtures.

## PROJECT BEING "DRIED-IN"

Work, as required, to keep the elevator lobbies, hoistway, machine room and storage area "dried-in" for the entire length of the project.

## MACHINE ROOM ACCESS

Provide a self-locking and self-closing door for the elevator machine room. Access door to be adequately sized to accept our equipment. Modify machine room access, as required, to comply with code and facilitate safe egress of all equipment.

## FIRE EXTINGUISHER

Provide fire extinguisher in elevator machine room.

## NON-ELEVATOR MATERIAL IN HOISTWAY

Remove or encapsulate, as required, any non-elevator related pipes or wiring located in the elevator machine room or hoistway.

## HOISTWAY VENTILATION

Provide code compliant hoistway ventilation. Code requires a means to prevent the accumulation of hot air and gasses at the top of the hoistway. Pressurizing the hoistways, or providing vents from the top of the hoistway to the outside of the building usually accomplishes this. Vents shall not be less than 3 1/2% of the area of the hoistway nor less than 3 sq. ft. for each elevator car, whichever is greater. You may not vent

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the hoistway to the machine room. If the hoistway vents must run through the machine room, they must be enclosed in a fire rated structure and not violate clearances around our equipment.

## HOISTWAY LEDGES

Provide a 75o angle constructed of a non-combustible material on all ledges that are 2" greater in the hoistway, excluding multi-hatch divider beams.

## SUMP HOLE GRATING

Provide a flush grating over the sump hole located in the elevator pit.

## STORAGE

Provide dry, protected and secure storage space adjacent to the hoistway(s). Otis shall be compensated for material delivered that is stolen or removed from the jobsite.

## DISPOSAL

The disposal of removed elevator components; machines, controllers, ropes, hydraulic fluid, oils, buffers and packing materials from the new equipment and any and all related materials shall be the sole responsibility of the Customer or owner. If a dumpster is provided on site, we will deposit waste materials in the dumpster or at an agreed upon on-site location for removal by the Customer or owner.

## PIT LADDERS

Provide a pit ladder, as required, in each pit that does not have walk-in access doors. Ladder shall extend 48" above first landing access door.

## OPERATING ELEVATORS FOR OTHER TRADES

If we are required to operate an elevator to facilitate the work of other trades (e.g., sprinklers, smoke sensors, ledges, etc.) then we shall be compensated for this lost time and the project schedule shall also be modified.

## EMERGENCY RETURN UNIT (ERU)

If an ERU battery-operated lowering device is being provided with your hydraulic elevator modernization than others are to provide an auxiliary contact in either the existing lockable disconnect (if currently code compliant) or in a new code compliant lockable disconnect.

## ASBESTOS

Should any asbestos be found to be present in the building which is related to any of our work, it shall be the responsibility of others to monitor, abate, contain or prepare the workplace as safe for our employees to work within or about. Otis will not be responsible for working with asbestos which may be disturbed or uncontained. Otis will not be responsible for any costs associated with delay of the job should asbestos be detected or require addressing by others for us to proceed. This includes but is not limited to re-mobilization charges which may be applied.

## HAZARDOUS MATERIALS

You agree to notify Otis if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis' personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous material from the building, you agree to be responsible for such abatement, encapsulation or removal, and any

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governmental reporting, and in such event Otis shall be entitled to (i) delay its work until it is determined to Otis' satisfaction that no hazard exists and (ii) compensation for delays encountered.

## MATERIAL RESPONSIBILITY

Otis maintains no responsibility for material delivered to the jobsite. The Customer is financially responsible for all cost to replace any damaged, stolen or missing material or equipment. Otis will not be responsible for deductibles on "Builder's Risk" insurance policies. Otis will provide a change order, police report and affidavits as needed to substantiate the claim. Otis will not procure replacement equipment until a signed change order is received.

## LOCKOUT TAG OUT

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0,", or the then most current version, both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.

## CONFINED SPACES

The machine room, hoistway, pit and mezzanine ("Elevator Spaces") may be considered Permit- Required Confined Spaces as defined by the Occupational Safety and Health Organization ("OSHA"), 29 C.F.R. § 1910.146(b) and § 1926 Subpart AA. Otis has a documented process to control or eliminate hazards and classify such Elevator Spaces as non-permit required confined spaces. In the event that the Customer, others, or unique site conditions or hazards (such as chemical manufacturing sites) require Otis to handle such Elevator Spaces as Permit-Required Confined Spaces, the Customer or owner will be responsible for supplying, at its expense, all resources, including monitoring, permitting, attendants and rescue planning associated with handling such Elevator Spaces as Permit-Required Confined Spaces. The Customer or owner is required to inform Otis of all known or potential hazards related to Elevator Spaces that Otis may be required to access prior to Otis performing any work in such spaces. Further, the Customer or owner is required to communicate any changes in the conditions associated with such Elevator Spaces or activities in or around such spaces that could introduce a hazard into such spaces.

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## Section 10

# GENERAL REQUIREMENTS

### EXAMINATION OF EQUIPMENT

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.

### RE-MOBILIZATION

You agree to pursue and schedule the work by other trades in a timely manner so as to not interrupt our work. Should our crew(s) have to suspend work on the job to await the conclusion of work by others not party to this contract, we shall be entitled to a re-mobilization charge of **five thousand ($5,000) dollars**. We shall also extend the stated durations to the extent that we are delayed.

### INSURANCE

#### OTIS

Otis agrees to maintain General Liability coverage in the amount of $1,000,000 per occurrence and $2,000,000 in the aggregate, Automobile Liability in the amount of $1,000,000 Combined Single Limit for Bodily Injury and Property Damage, Worker's Compensation in statutory limits. Employer's Liability in the amount of $1,000,000 for Each Accident, Each Employee – Disease. We shall maintain worker's compensation and employers' liability insurance covering our liability for injury or death sustained by our employees, and comprehensive general liability insurance.

#### CUSTOMER

You shall insure that all risk insurance upon the full value of the Work and material delivered to the job site is maintained at no cost to us.

#### CERTIFICATES

If either party so requires, in writing, the other party shall furnish a copy of the certificates of insurance evidencing the above insurance coverages.

### PRE-EXISTING CONDITIONS HYDRAULIC

We have not included for any additional costs associated with identifying or correcting car weights previously increased or decreased more than the ASME code allowance of 5% of original design.

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## PAYMENT AND SCHEDULE OF VALUES

You agree to be bound and pay in accordance with the supplied schedule of values. We shall be paid for our material delivery invoice prior to starting installation work. We shall be paid in full for all change orders and the base Contract amount **(no less than 95%)** prior to scheduling an inspection and/or turnover of the elevators to you for use. Otis reserves the right at its absolute discretion to discontinue work or not turn over elevators unless payments are current.

- Our quoted price is based on the "Initial Payment" equaling **fifty percent (50%)** of Contract award. This amount PLUS a fully executed subcontract must be received prior to releasing equipment for manufacturing or scheduling any other work. Refer to the "Schedule of Values" below.
- Otis will mobilize after the "Material Delivery Payment" is received. See "Schedule of Values" below.
- If Otis is directed by you to furnish any labor, service, or material that is outside of the mutually agreed upon scope of work of this Contract("Out of Scope Work"), Otis may agree to perform such Out of Scope Work (1) subject to receipt of a written notice to proceed prior to commencement of any such Out of Scope Work; and (2) contingent upon receipt of a mutually agreed upon and executed change order within thirty (30) calendar days of such written notice to proceed. If the parties are unable to agree to terms that lead to the issuance of a mutually agreed upon and executed change order within such thirty (30) day period, Otis may suspend the Out of Scope Work. Notwithstanding any other provision, language, term or condition to the contrary, Otis shall not be liable for any project delays and/or damages, including but not limited to liquidated damages, associated with a delay in the issuance of a mutually agreed upon and executed change order.

### SUBSTANTIAL COMPLETION/"LABOR PROGRESS PAYMENTS"

- This payment is due upon substantial completion of each modernized elevator. The "Labor Progress Payment" amount shown on the SOV is divided by the total number of elevators being modernized as a part of this Contract. Substantial completion is defined as a functional elevator that is acceptable by the authority having jurisdiction as useable for temporary or general use. Any agreed upon punch-list items will be corrected within a mutually agreeable timeframe. This payment, however, is still due upon substantial completion of each elevator.
- Final retention payment shall be due within thirty (30) days after acceptance of each elevator installation. Otherwise, warranties shall be suspended or terminated at Otis' absolute discretion.
- All change orders must be executed and paid prior to scheduling a final inspection and turnover of each elevator to customer.
- Otis will not agree to any language referencing or implying "pay when paid." This Contract is between Otis Elevator and referenced entity. The attached payment schedule ("Schedule of Values") is not contingent upon said entity's ability to be paid by others or any other factor or event not described above.
- A processing fee will be applied to credit card payments.

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**SCHEDULE OF VALUES:**

| SCHEDULE OF VALUES | | | |
|---|---|---|---|
| Base Contract Amount: **$167,930** | | | |
| **DUE DATE** | **DESCRIPTION** | **%** | **VALUE** |
| Due within 30 days from date of invoice or prior to release of factory orders, whichever occurs first. | Engineering/Drawings/Mobilization "Initial Payment" | **50%** | **$83,965** |
| Due within 30 days from date of invoice or prior to installation, whichever occurs first. Installation will not commence until this material payment is made. | Materials for project "Material Delivery Payment" | **25%** | **$41,983** |
| Due within 30 Days from substantial completion of each elevator. | Installation labor "Labor Progress Payments" | **25%** | **$41,982** |

## LEAD TIME AND DURATION

We anticipate approximately 14-16 weeks manufacturing time from receipt of approvals and down payment.

Thereafter, we expect the modernization to take approximately 6 weeks per car. All work will be performed during our regular working hours of our regular working days.

## SCHEDULE

Our proposal is based on a delivery date of August 1, 2026. If the delivery date is delayed 90 calendar days or greater, customer agrees to pay applicable factory material price increases. A fully executed change order and full payment of the price increase, in addition to full payment of the required down payment by Customer is required prior to the factory material being ordered and released. Additionally, if your project schedule changes and extends installation or completion of labor into a future year or year(s), Customer agrees to pay applicable labor escalation price increases. A fully executed change order regarding the labor escalation price increase must be executed prior to mobilization and the start of any work.

Due to current market conditions the availability of elevator installation labor is limited. If this proposal is not accepted within 30 days, prior to acceptance of any award Otis reserves the unilateral right to decline the award based on a review of the project schedule and our labor availability/commitments.

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## CODE CLARIFICATIONS
## ASME A17.1/CSA B44 (2019) –

**ASME A17.1 / CSA B44 (2019):** Otis' proposal meets the requirements included in the ASME A17.1 / CSA B44 2019 code, including an emergency communication system that conforms to, Requirement 2.27.1.1 for two-way voice, video & text emergency communication.

**Work By Others**
Customer or owner will provide a dedicated RJ45 internet network connection to each elevator controller. Additional internet network details and requirements will be provided by Otis later.

# Section 10

## ALTERNATES

**ALTERNATE # 1 – NEW CAB INTERIOR**

**ADD: Twenty-five thousand and 00/100 Dollars ($25,000.00)**

**Please indicate your intention to choose this option by initialing here:** _____

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The extent of the work to be performed is either described above or in the attached specification which is incorporated into and made a part of this document.

| | |
|---|---|
| **PRICE** | $167,930 |
| | One hundred sixty-seven thousand nine hundred thirty dollars |

This price is based on a **fifty percent (50%)** downpayment in the amount of $83,965

This proposal will reference the state OMNIA Partners Purchasing Agreement #2019.0001563.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract, and us when accepted by you and our authorized representative through execution of this proposal; or by your authorizing us to perform work for the project and our commencing such work. The purchase price in the Contract is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases. This quotation is valid for thirty (30) days from the date of submission unless changed by us prior to a fully executed contract.

Accepted in Duplicated

Submitted by: _____
Austin Neff

**CUSTOMER**

Approved by Authorized Representative

Date: _____

Signed: X_____

Print Name: _____

Title: _____

**OTIS ELEVATOR COMPANY**

Approved by Authorized Representative

Date: _____

Signed: X_____

Print Name: _____

Title: _____

Name of Company: _____

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## TERMS AND CONDITIONS

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

This quotation is subject to change or withdrawal by us prior to written acceptance.

We warrant to you that the work performed by us hereunder shall be free from defects, not inherent in the quality required or permitted, in material and workmanship for one (1) year from the date of substantial completion. Our duty and your remedy under this warranty are limited to our correcting any such defect you report to us within the warranty period by, at our opinion, repair or replacement, provided all payments due under the terms of this Contract have been made in full. All parts used for repair or replacement under this warranty shall be good quality and furnished on an exchange basis. Printed circuit boards used for replacement parts under this warranty may be refurbished boards. Exchanged parts become our property. This warranty excludes any damage due to ordinary wear and tear and any damage due to any reason beyond our reasonable control including but not limited to vandalism, abuse, misuse, neglect, modifications not performed by us, or improper or insufficient maintenance by others. THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE THE EXCLUSIVE WARRANTIES GIVEN: WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

We shall perform the work during our regular working hours of our regular working days unless otherwise agreed in writing. You shall be responsible for providing suitable storage space at the site for our material.

You shall obtain title to the equipment furnished hereunder when final payment for such equipment is received by us. In addition, you shall be granted a license to use software incorporated into such equipment solely for operating such equipment and in accordance with the terms regarding licensing further below. Further, Customer shall not have the right to take title or possession of any of Otis' tools or machinery used by Otis in providing its services or work.

Any drawings, illustrations or descriptive matter furnished with the proposal are submitted only to show the general style, arrangement and dimensions of the equipment.

Payments shall be made pursuant to the payment schedule above and on the following terms: If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less the agreed upon retainage and the aggregate of previous payments. We shall be paid in full for all change orders and no less than the percentage base contract amount stated above prior to scheduling an inspection and/or turnover of the elevators to you for use. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.

Any material removed by us in the performance of the work shall become our property.

Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with adequate electrical power at no cost to us with a safe place in which to work, and we reserve the right to discontinue our work in the building whenever in our opinion working conditions are unsafe. If overtime work is mutually agreed upon and performed, an additional charge thereof, at our usual rates for such work, shall be added to the Contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our current labor rates. We disclaim any responsibility for claims or damages associated with elevator service interruptions caused by or resulting from work performed by you or others retained by you to perform work.

We shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Contract may be used by us as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC-1 form or any other document reasonably requested by us for that purpose.

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this Contract.

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We do not agree under our warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any cause beyond our control.

We shall conduct, at our own expense, the defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall at our option, (i) procure for you the right use of the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage or obsolescence.

Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages or losses of any kind including, but not limited to, loss of revenues, loss of profits, loss of rents, loss of good will, loss to business opportunity, or harm to business reputation, in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. We will use commercially reasonable efforts to complete the work set forth herein with minimal disruption to elevator service for you and your tenants (as applicable). Notwithstanding the foregoing, the parties acknowledge that delays and disruptions in service are a normal result of the type of work described herein, and notwithstanding any other representations, warranties or indemnity obligations hereunder, we will have no liability for any direct or indirect damages resulting from interruptions in elevator service during the performance of our obligations. Neither party's liability to the other for any reason arising from this Contract shall exceed the value of the Contract

Otis shall not be liable for any loss, damage, or delay nor be found to be in default or breach due to any cause beyond it's reasonable control including, but not limited to acts of God or nature: fire: explosion; theft; floods; water; weather; traffic conditions; epidemic, pandemic, quarantine or other local, state, or federal government action in response thereto; sabotage; national emergency; act of terrorism; earthquake; riot; civil commotion; war; vandalism; national or local labor strikes, lockouts, other labor disputes; misuse, abuse, neglect, mischief, or work by others (collectively "Causes Beyond Otis' Reasonable Control"). Otis shall be allowed a reasonable amount of additional time for the performance of the Work due to Causes Beyond Otis' Reasonable Control. Otis' ability to maintain scheduled job progress is further conditioned upon the timely furnishing to Otis by Customer of completed and code compliant hoistway(s) (wellway) and machine rooms, necessary approvals and power of proper characteristics for Otis' uninterrupted use.

The products and/or services being provided may result in the collection of Personal Information. The Parties will comply with applicable Data Privacy Laws as they pertain to personal information processed in connection with activity under this Contract. "Personal Information" shall mean information and data exchanged under this Contract related to an identifiable natural person. "Processing" of Personal Information shall mean the operation or set of operations whether automated or not, performed on Personal Information such as collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing, sharing or erasing. "Controller" shall mean the party that determines the purposes and means of processing Personal Information. With respect to any Personal Information provided by you to Otis, you shall be the Controller and you warrant that you have the legal right to share such Personal Information with Otis and you shall be responsible for all obligations relating to that data, including without limitation providing notice or obtaining consent as may be required by law. Once you have lawfully provided Personal Information to Otis, you and Otis shall become co-Controllers. Otis may share such Personal Information internally, across borders and with service providers in accordance with applicable Data Privacy Laws. Otis transfers information subject to the corporate rules of its parent company. Otis may store Personal Information provided by you on servers located and accessible globally by Otis and its parent and their services providers. The parties agree to cooperate and to take reasonable commercial and legal steps to protect Personal Information against undue disclosure. In this regard each party shall notify the other in the event of a data breach, which shall include the actual or unauthorized access to or possession of, or the loss or destruction of, Personal Information, whether intentional or accidental. The party whose system was compromised in the data breach incident shall be responsible for any notifications and associated costs. Should either party receive in any form, (i) a complaint or allegation indicating a violation of applicable data privacy law, (ii) a request seeking access to correct or delete Personal Information or (iii) an inquiry or complaint related to the processing of personal information, said party shall take reasonable commercial steps to immediately notify the other party.

Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort, in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment furnished hereunder is periodically inspected.

By accepting delivery of parts incorporating software you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others

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except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

Our work shall not include the identification, detection, abatement, encapsulation or removal of asbestos, polychlorinated biphenyl (PCB), or products or materials containing asbestos, PCB's or other hazardous substances. In the event we encounter any such product or materials in the course of performing work, we shall have the right to discontinue our work and remove our employees from the project until you have taken the appropriate action to abate, encapsulate or remove such products or materials, and any hazards connected therewith, or until it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered as a result of such situation.

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

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# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **4.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Report - Solid Waste & Fleet

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**Attachments**

Fleet Monthly Report - June
Solid Waste Monthly Report - June

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ROSWELL
New Mexico

# Fleet Monthly Report

Sanitation

The City of Roswell has 633 vehicles, and equipment registered in Fleetio. Of those vehicles approximately 300 are over 15 years old. We are recommending replacement of 20 vehicles ASAP. These vehicles are not only old but have excessive miles on them. They have high maintenance costs citywide. ***Department Champion Fleetio Training was completed on February 11th 2026. Data will be evolving as Departments utilize the platform.*

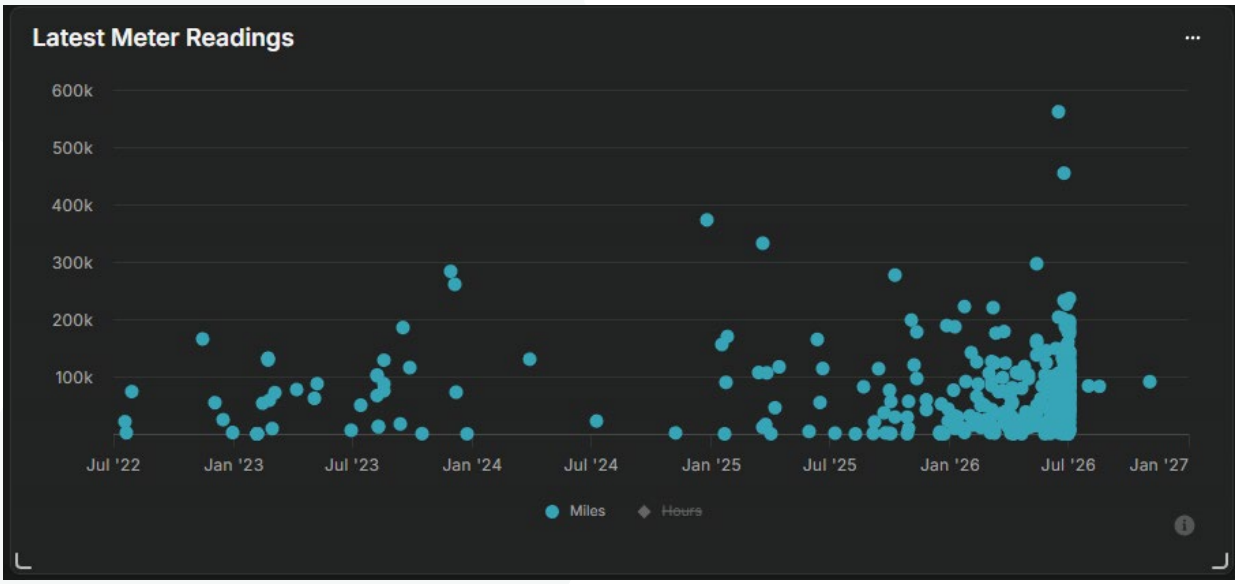
| Highest Meter Reading (Hours) | | | | | |
|---|---|---|---|---|---|
| **Name** | **Group** | **Year** | **Make** | **Type** | **Meter (Hours)** |
| 361-252 | Solid Waste | 2007 | Caterpillar | Scraper | 123092.0 |
| 1341 | Streets | | John Deere | Tractor | 78004.0 |
| 536-254 | Solid Waste | 2019 | Caterpillar | Loader | 39310.0 |
| 9630-1164 | Zoo | 2017 | Kawasaki | UTV | 19533.0 |
| 14667-845 | Air Center | | Kubota | Tractor | 10266.0 |
| 298-250 | Solid Waste | 2020 | Caterpillar | Compactor | 9550.0 |
| 1281 | WWTP | | Redmax | Mower | 8416.0 |
| 11922-256 | Solid Waste | 2007 | John Deere | Motor Grader | 8261.0 |
| 33960-1304 | Streets | | John Deere | Loader | 7081.0 |
| 433-251 | Solid Waste | 1998 | Caterpillar | Compactor | 7022.5 |
| 35466-1311 | Streets | 2016 | Case | Loader | 6737.0 |
| 43414-1338 | Streets | | Kubota | Tractor | 6737.0 |
| 43870-1339 | Streets | | Kubota | Tractor | 6737.0 |
| 27402-1410 | WWTP | 2007 | Case | Backhoe | 6093.0 |
| 27350 | Fleet | 2007 | Case | Backhoe | 5913.0 |
| 160-594 | Cemetery | | John Deere | Backhoe | 5514.0 |
| 447-253 | Solid Waste | 2021 | Caterpillar | Scraper | 5464.0 |
| 15288-1305 | Streets | 2013 | Case | Loader | 5300.0 |
| 75746-1431 | Water | 2015 | John Deere | Backhoe | 4906.0 |
| E8614-1233 | Streets | | Champion | Motor Grader | 4723.0 |

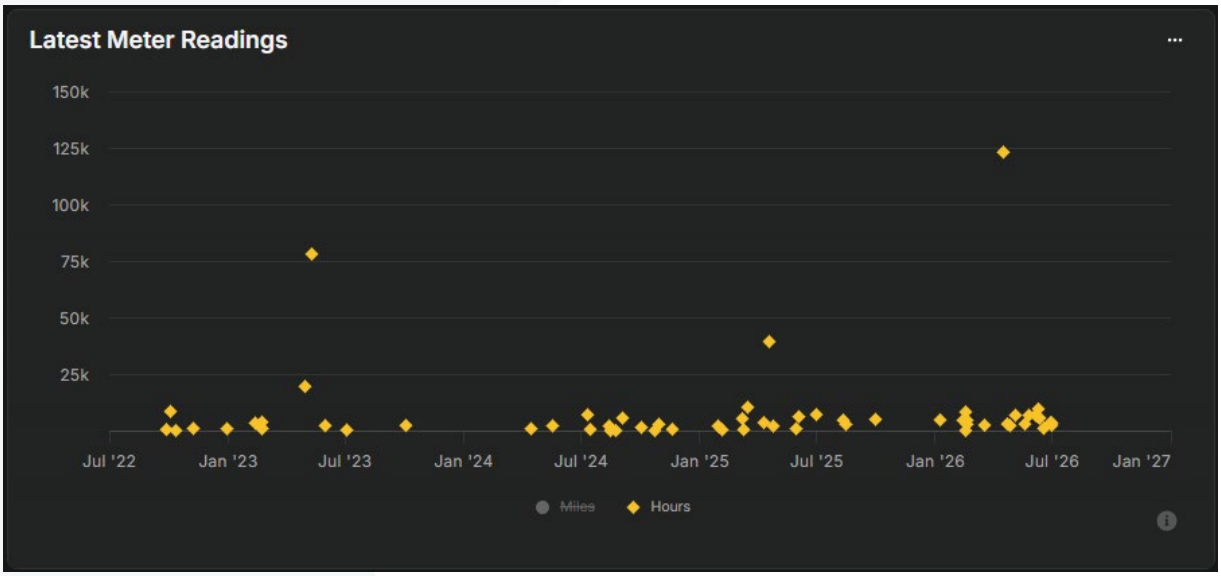
ROSWELL
New Mexico

# Sanitation

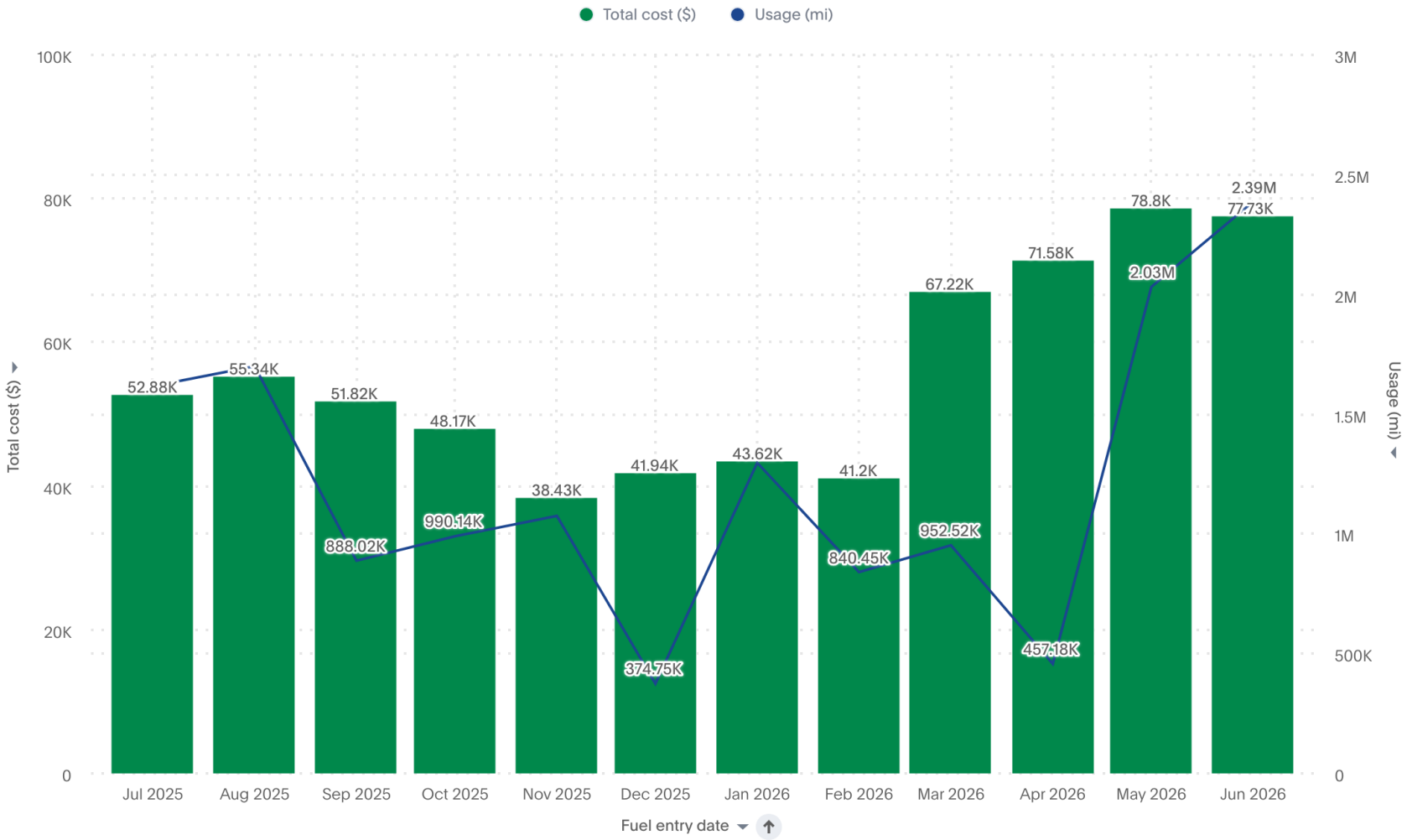
| Highest Meter Reading (Miles | | | | | |
|---|---|---|---|---|---|
| Name | Group | Year | Make | Type | Meter (Miles) |
| 34972-322 | Solid Waste | 2021 | Autocar | Sideloader Sanitation Truck | 561518.0 |
| 86000-E66 | Streets | 2003 | Ford | Medium Duty Truck | 454410.0 |
| Deputy Fire Marshal - 723- RAM | Fire | 2018 | Ram | Fire Pickup Truck | 372952.0 |
| 4C | SWAT | 2002 | GMC | Other | 332307.0 |
| 63070-1244 | Streets | 2012 | International | Medium Duty Truck | 296625.0 |
| 54809-1234 | Streets | 2009 | International | Medium Duty Truck | 283292.0 |
| 50417-1201 | Engineering | 2008 | Ford | Pickup Truck | 276813.0 |
| 84201 - 949 | Air Center | 2017 | Chevrolet | Bus | 260692.0 |
| 2736 - 951 | Transit | 2019 | Chevrolet | Bus | 236126.0 |
| 20781 | Water | 2024 | International | Medium Duty Truck | 232353.0 |
| 6700 - 950 | Transit | 2015 | Chevrolet | Bus | 226314.0 |
| 50077 | SWAT | 2008 | Caimen | Other | 222000.0 |
| 77891-566 | Animal Control | 2015 | Chevrolet | SUV | 220089.0 |
| 40961-262 | Solid Waste | 2019 | International | Rolloff Truck | 203550.0 |
| 3751 - 953 | Transit | 2020 | Chevrolet | Bus | 201356.0 |
| 96906 | Police | 2017 | Chevrolet | Police SUV | 198347.0 |
| 5501-1107 | Parks | 2011 | Ford | Pickup Truck | 196867.0 |
| 02925 | Solid Waste | 2024 | Battle Motors | Sideloader Sanitation Truck | 193291.0 |
| 83701-976 | Facilities | 2008 | Ford | Pickup Truck | 189946.0 |
| 93254 | Police | 2018 | Ford | Police SUV | 188811.0 |

Fleetio pulls meter readings from the WEX gas cards, Geotab, Inspections, Service & Work Orders.



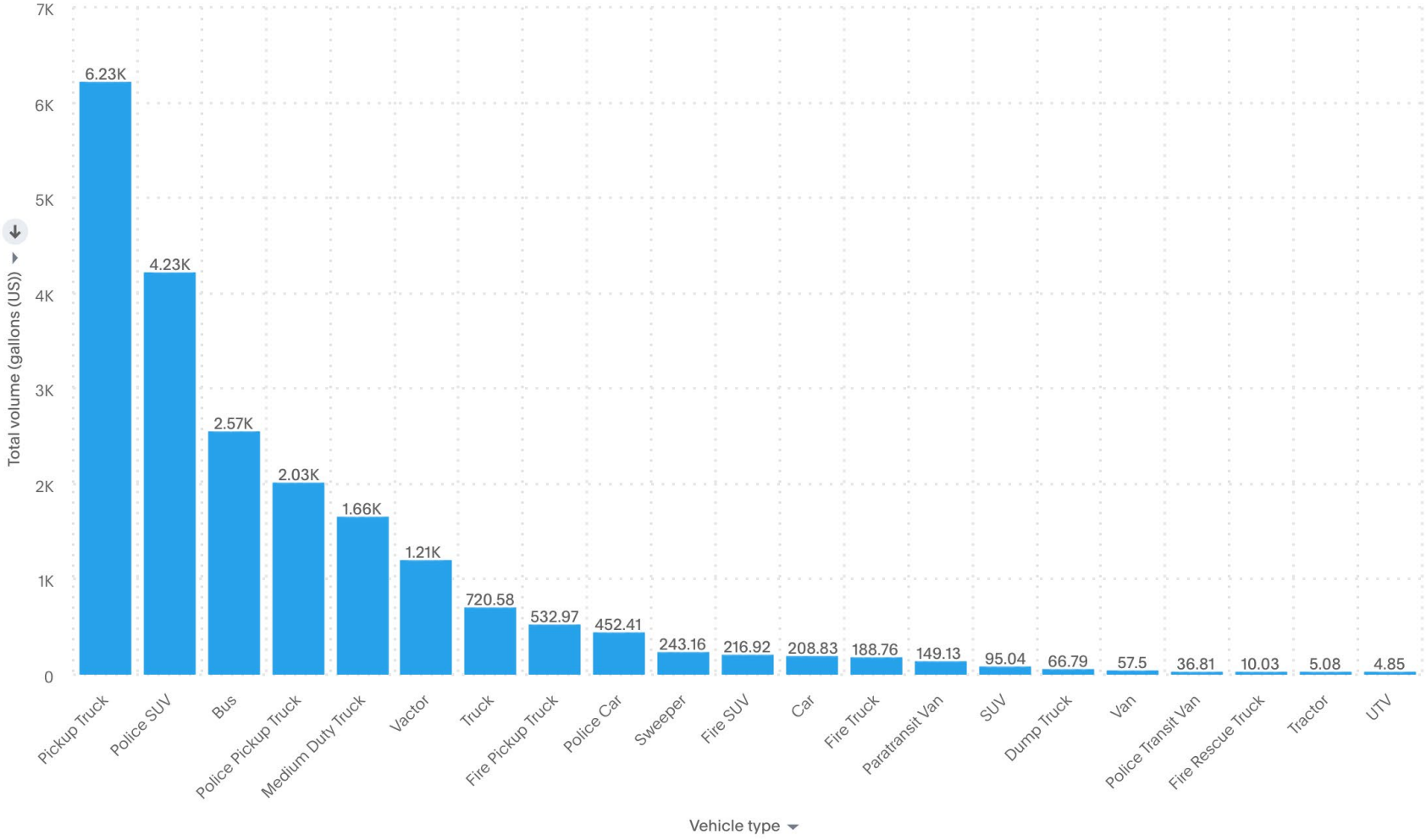



## Annual fuel costs and usage



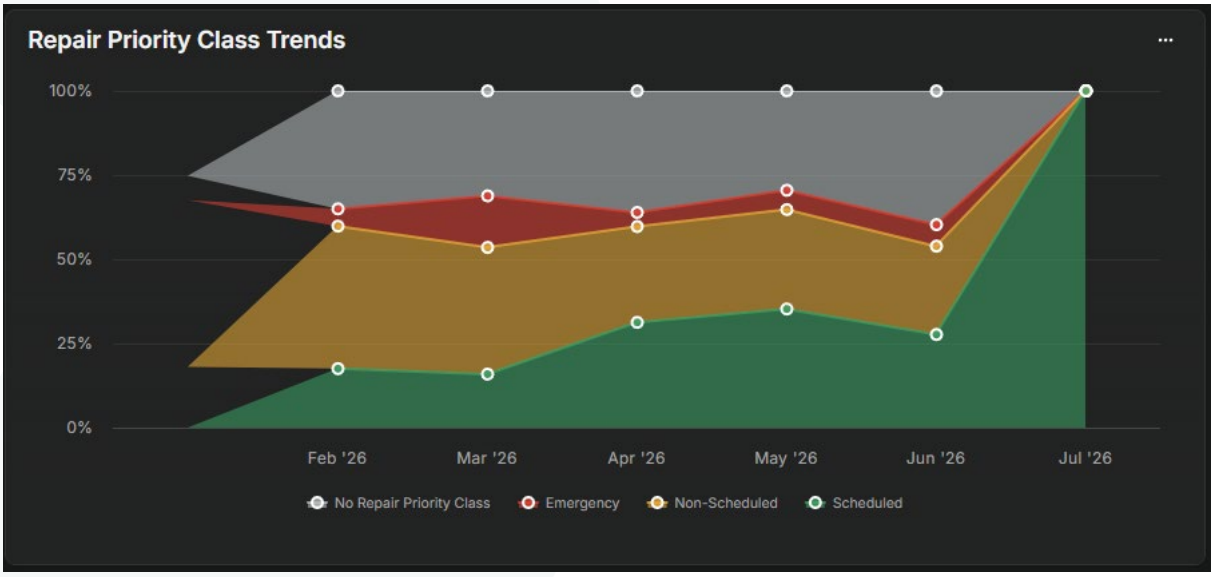

Showing 12 of 12 data points

## Fuel usage by vehicle type




Showing 21 of 21 data points

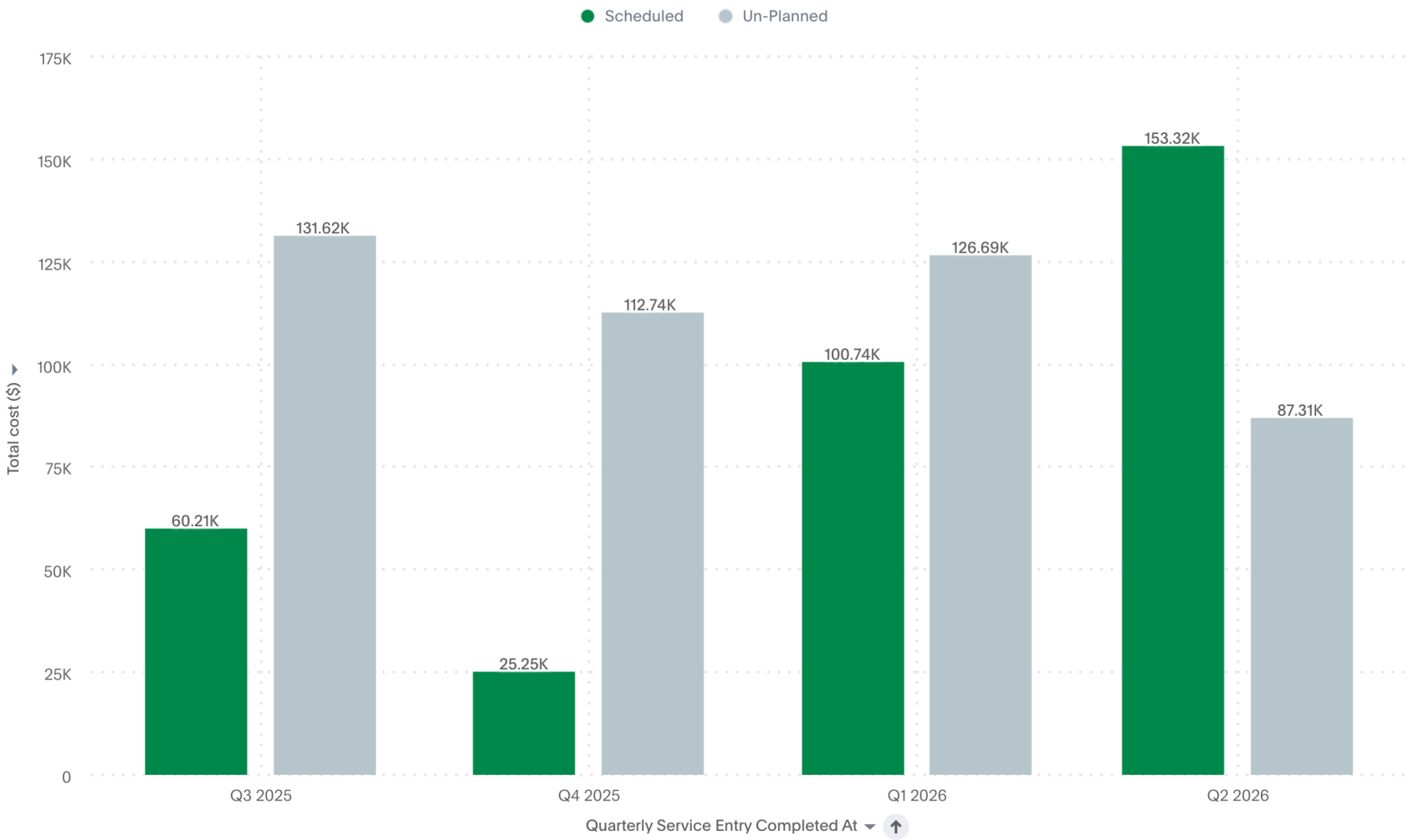
With the excessive mileage and hours on our vehicles and equipment we are seeing more repair work having to be done as parts wear out and break. This information is pulled from entered Service & Work Orders.




Shop Work Hours and Money saved in labor costs.

| Job Title | Hourly Labor Rate | Work Orders | Total Hours | Total Labor Cost |
|---|---|---|---|---|
| Heavy Duty Mechanic | $35.00 | 21 | 119.72 | $4,190.20 |
| Lube Technician | $18.54 | 12 | 186.44 | $1,279.94 |
| Emergency Vehicle Technician | $150.00 | 6 | 18.32 | $2,748.00 |
| Heavy Duty Mechanic | $35.00 | 13 | 198.09 | $6,933.15 |
| Heavy Duty Mechanic | $35.00 | 12 | 74.25 | $2,598.75 |
| EVT Apprentice | $150.00 | 5 | 19.14 | $2,871.00 |

## Planned vs. Unplanned costs




Showing 8 of 8 data points



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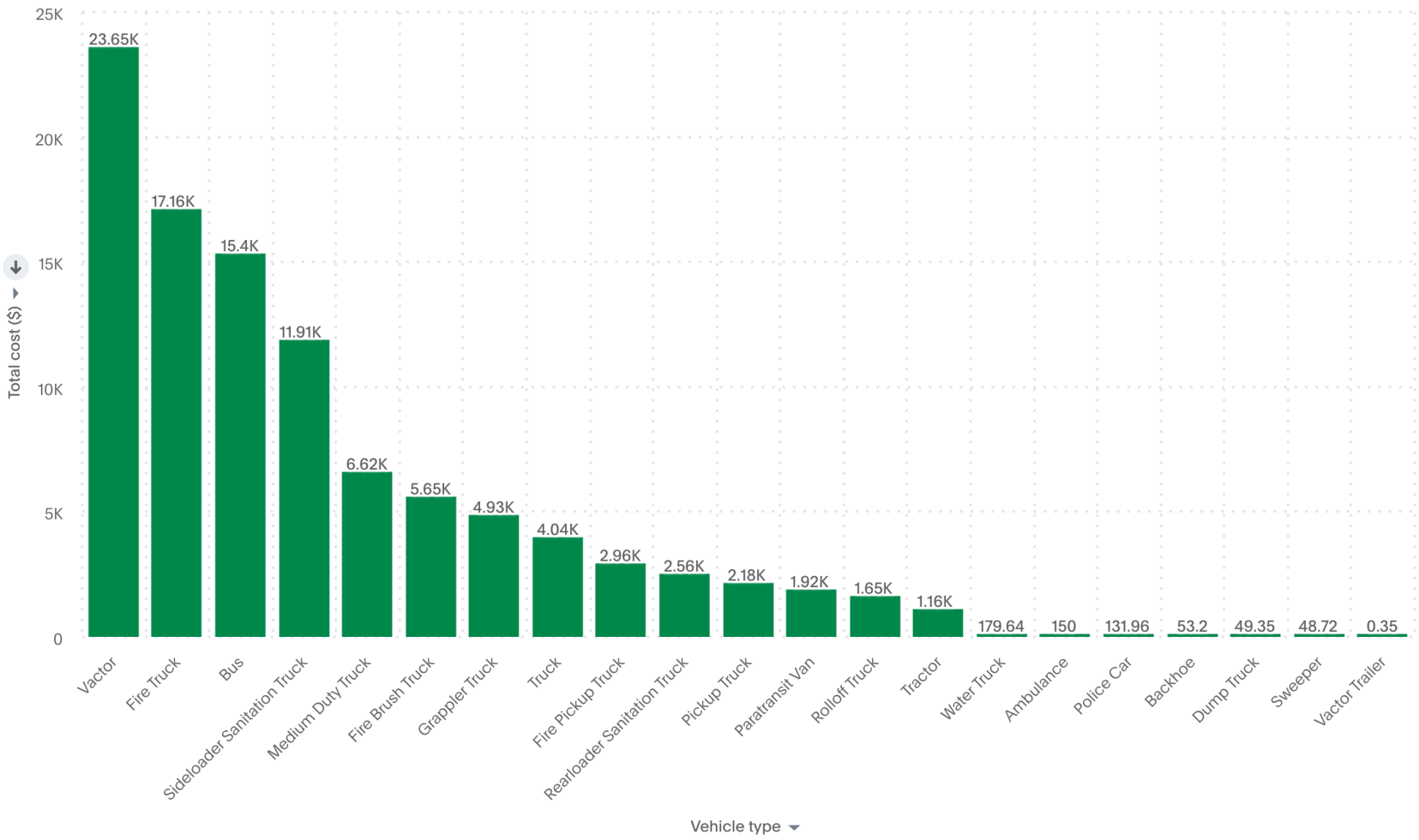
## Maintenance cost by vehicle type




Showing 21 of 21 data points



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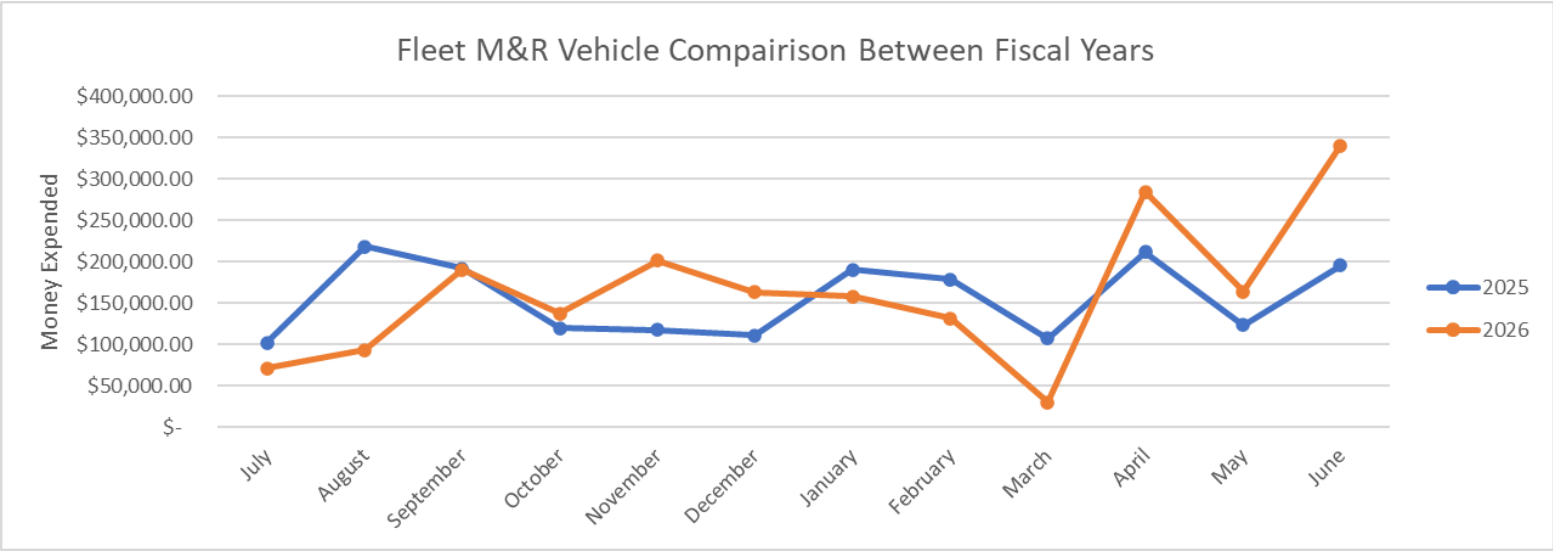
TEL: 575.624.6746
roswell-nm.gov

# Sanitation




| Year | July | August | September | October | November | December |
|---|---|---|---|---|---|---|
| 2025 | $ 101,944.00 | $ 218,478.00 | $ 192,088.00 | $ 119,889.00 | $ 117,394.00 | $ 110,727.00 |
| 2026 | $ 71,071.30 | $ 92,862.41 | $ 190,669.28 | $ 137,513.54 | $ 201,660.76 | $ 163,092.83 |

| January | February | March | April | May | June | Total |
|---|---|---|---|---|---|---|
| $ 190,242.00 | $ 178,979.00 | $ 107,237.00 | $ 211,670.00 | $ 123,439.00 | $ 195,873.00 | $ 1,867,960.00 |
| $ 157,989.89 | $ 131,822.28 | $ 30,246.82 | $ 284,923.14 | $ 163,592.14 | $ 340,825.56 | $ 1,966,269.95 |


ROSWELL New Mexico

PO Box 1838
Roswell, NM 88202-1838

TEL: 575.624.6746

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| Department | FY26 Original Budget | Transfers | Revised Budget | July | August | September |
|---|---|---|---|---|---|---|
| Municipal Court | $ 3,500.00 | $ - | $ 3,500.00 | $ 230.06 | $ - | $ - |
| Human Resources | $ 1,100.00 | $ 7,200.00 | $ 8,300.00 | $ - | $ - | $ 2,068.50 |
| Facilities | $ 25,000.00 | $ 7,500.00 | $ 32,500.00 | $ 2,862.82 | $ 2,364.36 | $ 744.95 |
| Fleet Maintenance | $ 4,792.00 | $ - | $ 4,792.00 | $ 161.25 | $ - | $ 96.31 |
| Police | $ 300,000.00 | $ (94,335.08) | $ 205,664.92 | $ 8,765.76 | $ 16,438.00 | $ 15,508.99 |
| Fire | $ 130,790.00 | $ (6,815.62) | $ 123,974.38 | $ 7,436.95 | $ 16,249.43 | $ 35,148.17 |
| Planning | $ 500.00 | $ (200.00) | $ 300.00 | $ - | $ - | $ - |
| Engineering | $ 9,086.00 | $ 15,900.00 | $ 24,986.00 | $ 171.21 | $ 152.51 | $ 3,119.93 |
| Code Enforcement | $ 30,000.00 | $ - | $ 30,000.00 | $ 7,436.95 | $ 969.31 | $ 8,326.64 |
| Animal Control | $ 15,000.00 | $ 19,269.99 | $ 34,269.99 | $ 245.00 | $ 1,239.26 | $ 952.94 |
| Emergency Management | $ 1,500.00 | $ - | $ 1,500.00 | $ - | $ - | $ - |
| Parks | $ 40,000.00 | $ (13,582.60) | $ 26,417.40 | $ 323.64 | $ 1,052.72 | $ 1,168.82 |
| Public Affairs | $ - | $ 7,000.00 | $ 7,000.00 | $ - | $ - | $ - |
| IT | $ 6,905.00 | $ - | $ 6,905.00 | $ - | $ 32.48 | $ - |
| Fire Protection Grant | $ - | $ 146,196.07 | $ 146,196.07 | $ - | $ - | $ - |
| Cemetery | $ 15,500.00 | $ - | $ 15,500.00 | $ 18.69 | $ 645.52 | $ 1,314.38 |
| Transit | $ 115,000.00 | $ 30,115.00 | $ 145,115.00 | $ 9,548.36 | $ 12,784.68 | $ 12,715.73 |
| Zoo | $ 10,000.00 | $ - | $ 10,000.00 | $ - | $ - | $ - |
| Golf Course | $ 42,000.00 | $ (37,000.00) | $ 5,000.00 | $ - | $ 290.90 | $ 226.59 |
| Recreation | $ 2,000.00 | $ - | $ 2,000.00 | $ - | $ - | $ - |
| Streets | $ 226,195.00 | $ (31,334.66) | $ 194,860.34 | $ 1,857.97 | $ 5,044.55 | $ 20,922.40 |
| Special Electronics | $ 8,834.00 | $ 2,446.46 | $ 11,280.46 | $ 1,348.43 | $ - | $ 170.32 |
| Air Center | $ 76,445.00 | $ 67,378.04 | $ 143,823.04 | $ 1,712.97 | $ 616.53 | $ 2,178.15 |
| Collections | $ 750,000.00 | $ 139,882.56 | $ 889,882.56 | $ 19,751.59 | $ 30,071.51 | $ 58,059.21 |
| Landfill | $ 80,000.00 | $ (32,214.00) | $ 47,786.00 | $ 1,360.44 | $ - | $ 2,829.01 |
| Water Customer Service | $ - | $ 20,631.24 | $ 20,631.24 | $ - | $ - | $ 1,614.83 |
| Water Source of Supply | $ 23,000.00 | $ - | $ 23,000.00 | $ - | $ 89.99 | $ 1,113.82 |
| Water Maint & Transmission | $ 65,224.00 | $ 20,000.00 | $ 85,224.00 | $ 5,038.09 | $ 2,643.84 | $ 15,569.20 |
| WWTP | $ 29,978.00 | $ (1,553.00) | $ 28,425.00 | $ 2,036.24 | $ 350.63 | $ 942.19 |
| WW Sewer Maintenance | $ 50,879.00 | $ 24,509.00 | $ 75,388.00 | $ 764.88 | $ 1,755.84 | $ 5,878.20 |
| WW Lab | $ 900.00 | $ - | $ 900.00 | $ - | $ 70.35 | $ - |
| Public Safety* | $ 55,000.00 | $ 42,621.55 | $ 97,621.55 | $ - | $ - | $ - |
| **Totals:** | $ 2,119,128.00 | $ 333,614.95 | $ 2,355,121.40 | $ 71,071.30 | $ 92,862.41 | $ 190,669.28 |

*Council Voted in December 2025 to allocate the funding

**Monthly M&R Vehicle Costs by Department**

| October | November | December | January | February | March | April | May |
|---|---|---|---|---|---|---|---|
| $ 278.34 | $ - | $ - | $ - | $ - | $ - | | $ - |
| $ - | $ 4,876.84 | $ 155.98 | $ 135.17 | $ 844.62 | $ - | $ 34.07 | $ - |
| $ 232.94 | $ 4,830.05 | $ 763.94 | $ 1,102.20 | $ 414.68 | $ - | $ 609.65 | $ 6,646.52 |
| $ 133.24 | $ 34.70 | $ - | $ - | $ 34.70 | $ - | $ 495.10 | $ 191.07 |
| $ 13,040.23 | $ 7,901.82 | $ 21,965.03 | $ 6,962.99 | $ 10,207.96 | $ 1,710.20 | $ 30,017.27 | $ 33,973.27 |
| $ 2,397.30 | $ 50,337.03 | $ 5,401.55 | $ 215.66 | $ 21.65 | $ 776.10 | $ 965.42 | $ 665.61 |
| $ - | $ - | $ - | $ - | | | | $ - |
| $ 2,482.31 | $ 280.02 | $ 21.65 | $ 175.38 | $ 565.05 | $ 10.04 | $ 2,754.76 | $ 4,959.66 |
| $ 21.65 | $ 56.76 | $ - | $ 421.57 | $ - | $ 653.66 | $ 4,937.59 | $ - |
| $ 552.63 | $ 36.75 | $ 1,758.27 | $ 2,558.59 | $ 236.14 | $ 3,648.40 | $ 4,076.88 | $ 3,492.76 |
| $ - | $ - | $ - | $ - | | $ - | | |
| $ 1,351.77 | $ 808.60 | $ 2,316.44 | $ 40.47 | $ 1,965.50 | $ - | $ 1,576.09 | $ 4,179.79 |
| $ - | $ - | $ - | $ - | $ - | $ - | $ 127.97 | $ - |
| $ - | $ 275.53 | $ - | $ - | $ - | $ - | $ 54.64 | $ 321.43 |
| $ - | $ - | $ 1,650.24 | $ 28,792.34 | $ - | $ 1,696.09 | $ 97,416.46 | $ (16,890.61) |
| $ - | $ 985.25 | $ 266.75 | $ 52.52 | $ - | $ 8.58 | $ 994.30 | $ 201.11 |
| $ 3,882.73 | $ 7,359.21 | $ 6,464.64 | $ 7,575.29 | $ 14,646.63 | $ 2,304.77 | $ 12,999.85 | $ 13,488.81 |
| $ 311.98 | $ 286.56 | $ - | $ - | $ - | $ - | | $ - |
| $ 404.48 | $ 11.51 | $ - | $ (12.79) | $ - | $ - | $ 195.29 | $ - |
| $ - | $ - | $ - | $ - | | $ - | | $ - |
| $ 1,679.17 | $ 8,040.07 | $ 1,494.50 | $ 431.27 | $ 41,479.58 | $ 755.46 | $ 27,488.14 | $ 16,775.59 |
| $ 3,361.15 | $ - | $ 178.72 | $ - | $ 85.44 | $ 391.29 | $ 1,213.50 | $ 2,834.93 |
| $ 7,612.41 | $ 34,185.33 | $ 23,087.99 | $ 6,210.99 | $ 10,455.93 | $ 2,620.54 | $ 9,141.86 | $ 12,688.87 |
| $ 84,053.85 | $ 65,512.91 | $ 79,612.16 | $ 78,563.95 | $ 38,822.14 | $ 10,297.73 | $ 61,774.21 | $ 56,375.69 |
| $ 4,222.31 | $ 8,461.46 | $ 1,920.28 | $ 3,271.07 | $ 1,135.75 | $ - | $ 2,507.90 | $ 777.44 |
| $ 4,072.41 | $ 169.98 | $ 973.72 | $ - | $ 340.81 | $ 757.90 | $ 7,230.68 | $ 818.59 |
| $ 1,014.41 | $ 620.87 | $ 1,273.90 | $ 1,966.11 | $ 572.82 | $ 2,071.81 | $ 1,857.22 | $ 1,475.84 |
| $ 4,120.23 | $ 2,422.25 | $ 1,673.93 | $ 8,957.37 | $ 1,442.61 | $ 796.31 | $ 7,242.45 | $ 14,442.41 |
| $ 149.52 | $ 296.14 | $ 4,196.97 | $ 7,828.02 | $ 973.30 | $ 1,555.03 | $ 960.84 | $ 1,447.31 |
| $ 2,138.48 | $ 3,871.12 | $ 7,916.17 | $ 2,741.72 | $ 7,442.45 | $ 192.91 | $ 7,747.13 | $ 4,726.05 |
| $ - | $ - | $ - | $ - | $ 134.52 | $ - | $ 43.72 | $ - |
| $ - | $ - | $ - | $ - | $ - | $ - | $ 460.15 | $ - |
| $ 137,513.54 | $ 201,660.76 | $ 163,092.83 | $ 157,989.89 | $ 131,822.28 | $ 30,246.82 | $ 284,923.14 | $ 163,592.14 |

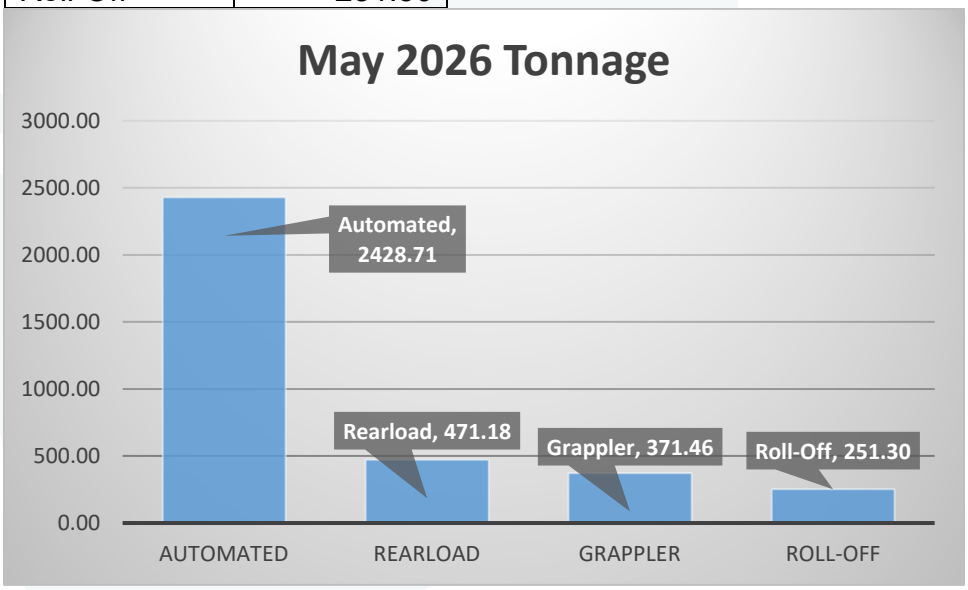
| June | YTD Expended | % of Budget | Remaining |
|---|---|---|---|
| $ - | $ 508.40 | 15% | $ 2,991.60 |
| $ - | $ 8,115.18 | 738% | $ 184.82 |
| $ 5,232.60 | $ 25,804.71 | 103% | $ 6,695.29 |
| $ (53.83) | $ 1,092.54 | 23% | $ 3,699.46 |
| $ 26,561.84 | $ 193,053.36 | 64% | $ 12,611.56 |
| $ - | $ 119,614.87 | 91% | $ 4,359.51 |
| $ 949.05 | $ 949.05 | 190% | $ (649.05) |
| $ 6,736.61 | $ 21,429.13 | 236% | $ 3,556.87 |
| $ 1,114.04 | $ 23,938.17 | 80% | $ 6,061.83 |
| $ 15,172.89 | $ 33,970.51 | 226% | $ 299.48 |
| | $ - | 0% | $ 1,500.00 |
| $ 10,506.25 | $ 25,290.09 | 63% | $ 1,127.31 |
| $ 5,118.73 | $ 5,246.70 | #DIV/0! | $ 1,753.30 |
| | $ 684.08 | 10% | $ 6,220.92 |
| $ 14,354.91 | $ 127,019.43 | #DIV/0! | $ 19,176.65 |
| $ 1,312.96 | $ 5,800.06 | 37% | $ 9,699.94 |
| $ 31,470.91 | $ 135,241.61 | 118% | $ 9,873.39 |
| $ 644.97 | $ 1,243.51 | 12% | $ 8,756.49 |
| $ 894.50 | $ 2,010.48 | 5% | $ 2,989.52 |
| | $ - | 0% | $ 2,000.00 |
| $ 24,065.46 | $ 150,034.16 | 66% | $ 44,826.18 |
| $ 1,182.69 | $ 10,766.47 | 122% | $ 513.99 |
| $ 8,079.89 | $ 118,591.46 | 155% | $ 25,231.58 |
| $ 143,246.78 | $ 726,141.73 | 97% | $ 163,740.83 |
| $ 370.13 | $ 26,855.79 | 34% | $ 20,930.21 |
| $ 2,766.04 | $ 18,744.96 | #DIV/0! | $ 1,886.28 |
| $ 2,512.92 | $ 14,569.71 | 63% | $ 8,430.29 |
| $ 7,174.66 | $ 71,523.35 | 110% | $ 13,700.65 |
| $ 1,525.94 | $ 22,262.13 | 74% | $ 6,162.87 |
| $ 27,177.85 | $ 72,352.80 | 142% | $ 3,035.20 |
| | $ 248.59 | 28% | $ 651.41 |
| $ 2,706.77 | $ 3,166.92 | 6% | $ 94,454.63 |
| $ 340,825.56 | $ 1,963,103.03 | 93% | $ 392,018.37 |

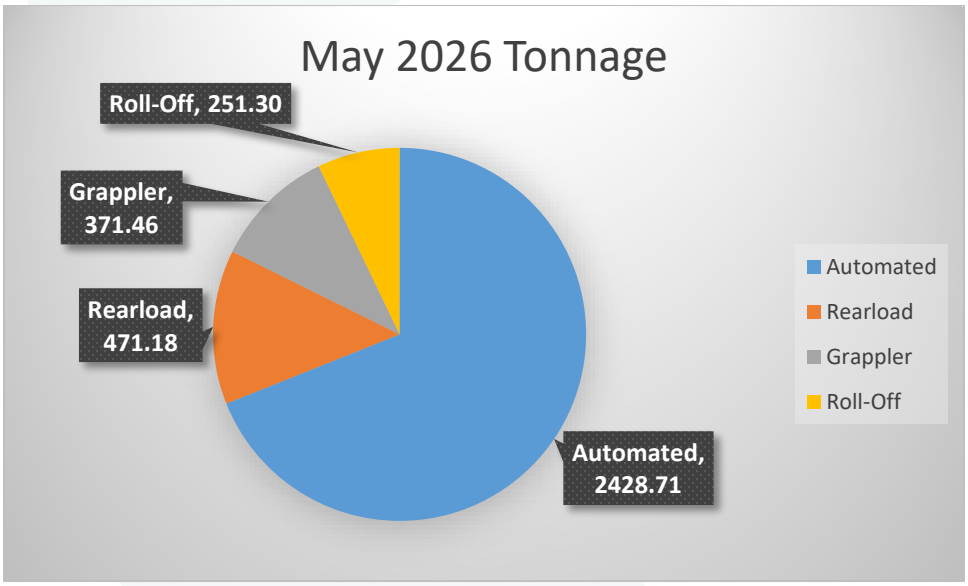
**Monthly Solid Waste Department**
**June 2026 Tonnage Report**

Sanitation

Roswell Municipal Landfill (RML). Report includes tonnage from June 1st to June 30th. Landfill tonnage received is a good gauge of the overall health of the Landfill Operations. Attached are the tonnages for the following Operations: Automated Collections, Bulk Trash, Commercial, and Roll Off.

| Service | Tons |
|---|---|
| Automated | 2428.71 |
| Rearload | 471.18 |
| Grappler | 371.46 |
| Roll-Off | 251.30 |

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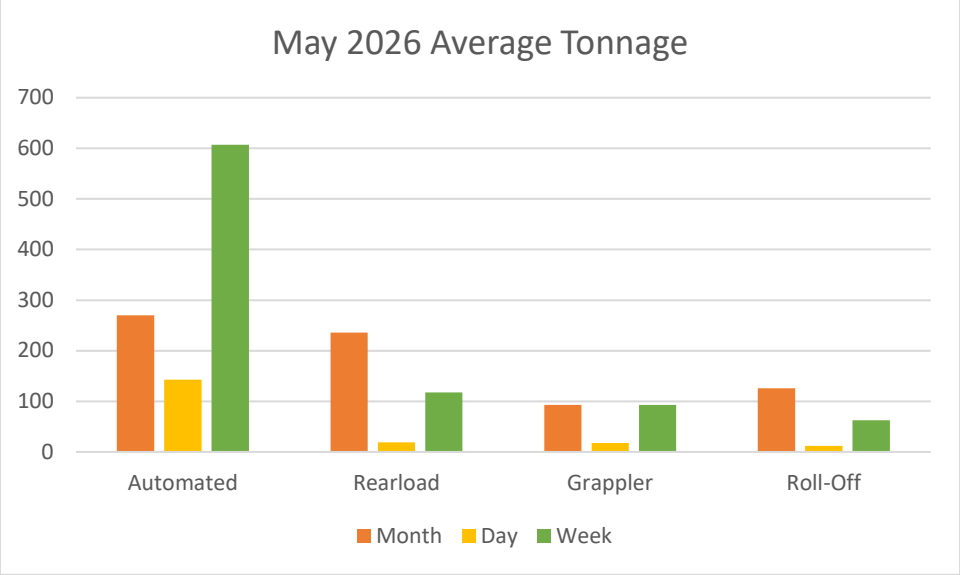
ROSWELL
New Mexico

# Sanitation

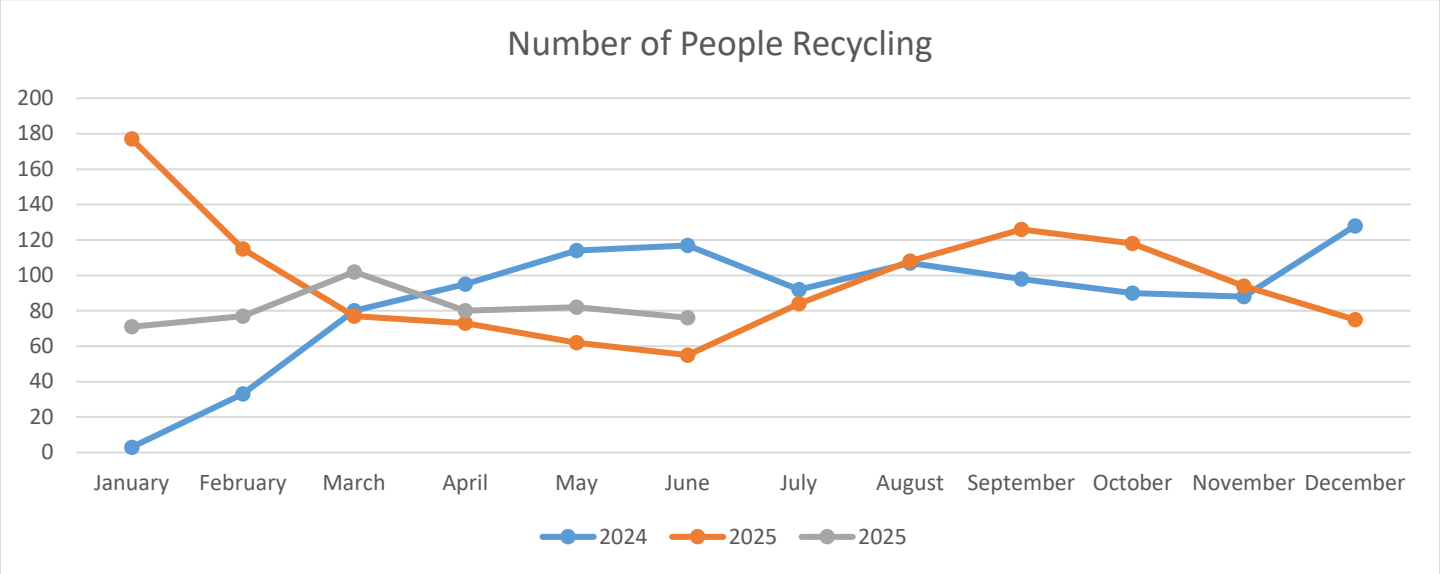



| Waste Stream | Month | Week | Day |
|---|---|---|---|
| Automated | 270 | 607 | 143 |
| Rearload | 236 | 118 | 19 |
| Grappler | 93 | 93 | 18 |
| Roll-Off | 126 | 63 | 12 |

## Recycling

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

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **2024** | 3 | 33 | 80 | 95 | 114 | 117 | 92 | 107 | 98 | 90 | 88 | 128 | 1045 |
| **2025** | 177 | 115 | 77 | 73 | 62 | 55 | 84 | 108 | 126 | 118 | 94 | 75 | 1164 |
| **2025** | 71 | 77 | 102 | 80 | 82 | 76 | | | | | | | 488 |

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ROSWELL
New Mexico

Sanitation

**Disposal Summary**

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

| Disposal by Facility | | |
|---|---|---|
| **Facility** | **Loads** | **Tons** |
| **Roswell Municipal Landfill** | **969** | **10644.24** |
| Trash - MSW | 969 | 10644.24 |
| **Totals** | **969** | **10644.24** |

| Disposal by Vehicle Type | | |
|---|---|---|
| **Vehicle Type** | **Loads** | **Tons** |
| **Front load** | **117** | **1511.86** |
| Trash - MSW | 117 | 1511.86 |
| **Residential** | **558** | **8887.00** |
| Trash - MSW | 558 | 8887.00 |
| **Roll off** | **294** | **245.38** |
| Trash - MSW | 294 | 245.38 |
| **Totals** | **969** | **10644.24** |

| Disposal by Material | | |
|---|---|---|
| **Material** | **Loads** | **Tons** |
| Trash - MSW | 969 | 10644.24 |
| **Totals** | **969** | **10644.24** |

## Driver Productivity

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

| Driver Productivity | | | | | | | |
|---|---|---|---|---|---|---|---|
| Driver Name | Route Count | Route Hours | Helping Hours | Homes/ Hour | Total Stops | Miles | Tons |
| SL-Route-Sub | 18 | 108.29 | 67.81 | 48.07018 | 4465 | 741 | 63.39 |
| RL-Route-Sub | 1 | 8.17 | 0 | 15.06122 | 123 | 68 | 25.95 |
| RL-Route-South | 5 | 133.76 | 8.13 | 11.81161 | 1920 | 828 | 413.87 |
| SL-Route-6 | 10 | 203.24 | 4.13 | 68.91021 | 14082 | 1275 | 415.47 |
| SL-Roue-5 | 9 | 188.24 | 12.55 | 53.86877 | 11903 | 1419 | 2211.9 |
| RL-Route-North | 5 | 170.27 | 0 | 15.18207 | 2586 | 971 | 667.6 |
| RO-Route-Sub | 2 | 14.41 | 0 | 16.92486 | 246 | 107 | 24.01 |
| SL-Route-4 | 12 | 140.59 | 19.96 | 62.79516 | 9165 | 952 | 741.36 |
| RO-Route-2 | 5 | 172.89 | 0 | 0.514699 | 101 | 2188 | 164.15 |
| CR-Route | 7 | 185.89 | 4.08 | 36.19261 | 7210 | 1249 | 948.93 |
| SL-Route-3 | 10 | 203.31 | 5.26 | 57.6488 | 14367 | 1306 | 2194.33 |
| SL-Route-7 | 8 | 189.52 | 2.43 | 54.00106 | 12169 | 1155 | 13.74 |
| RO-Route-1 | 10 | 96.11 | 20.83 | 23.79813 | 1708 | 448 | 192.68 |
| SL-Route-2 | 6 | 165.27 | 1.94 | 61.4705 | 10604 | 998 | 1034.44 |
| RO-Route-Sub | 4 | 37.01 | 0 | 15.02703 | 557 | 241 | 158.14 |
| SL-Route-1 | 11 | 193.72 | 5.63 | 48.05575 | 10466 | 1366 | 1293.05 |
| RO-Route-Sub | 5 | 172.93 | 0 | 0.809483 | 148 | 2223 | 81.23 |

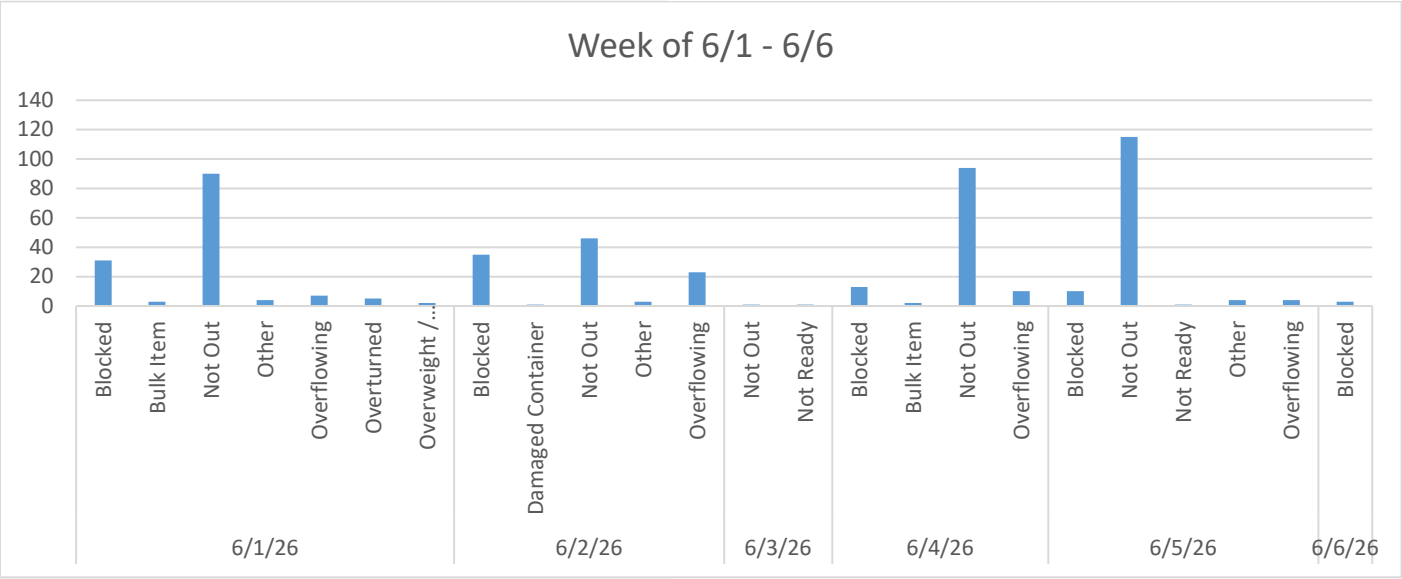
## Fuel Log

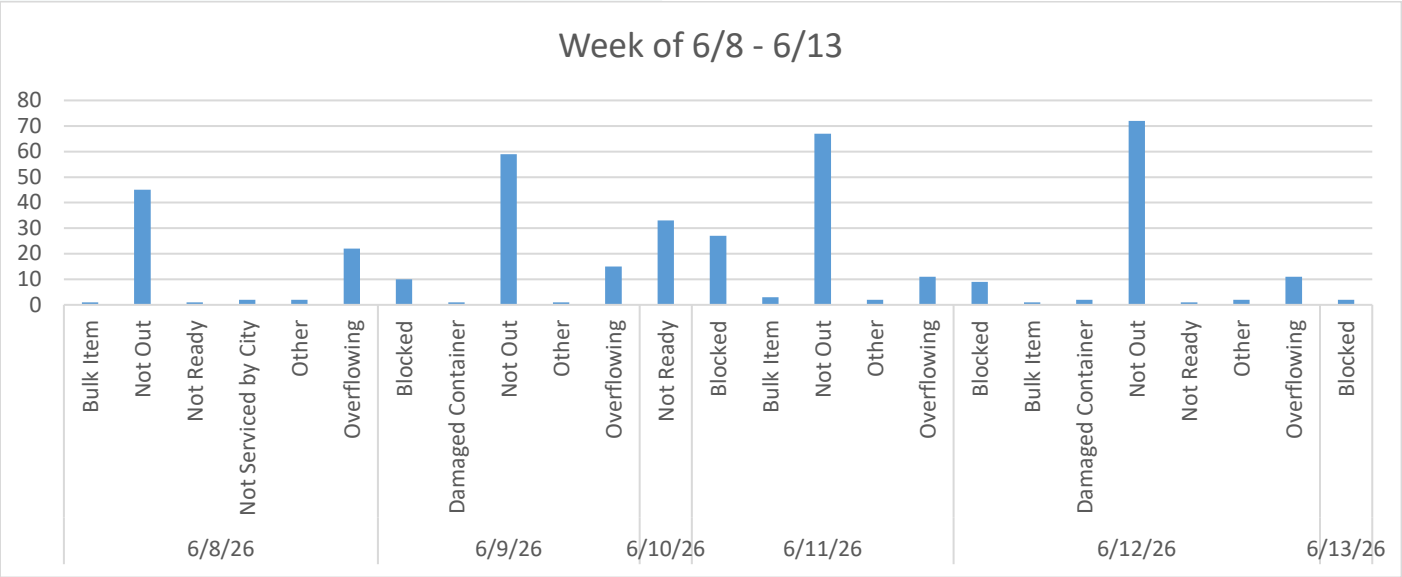
This shows how many miles are driven on our trucks along with their Fuel Efficiency.

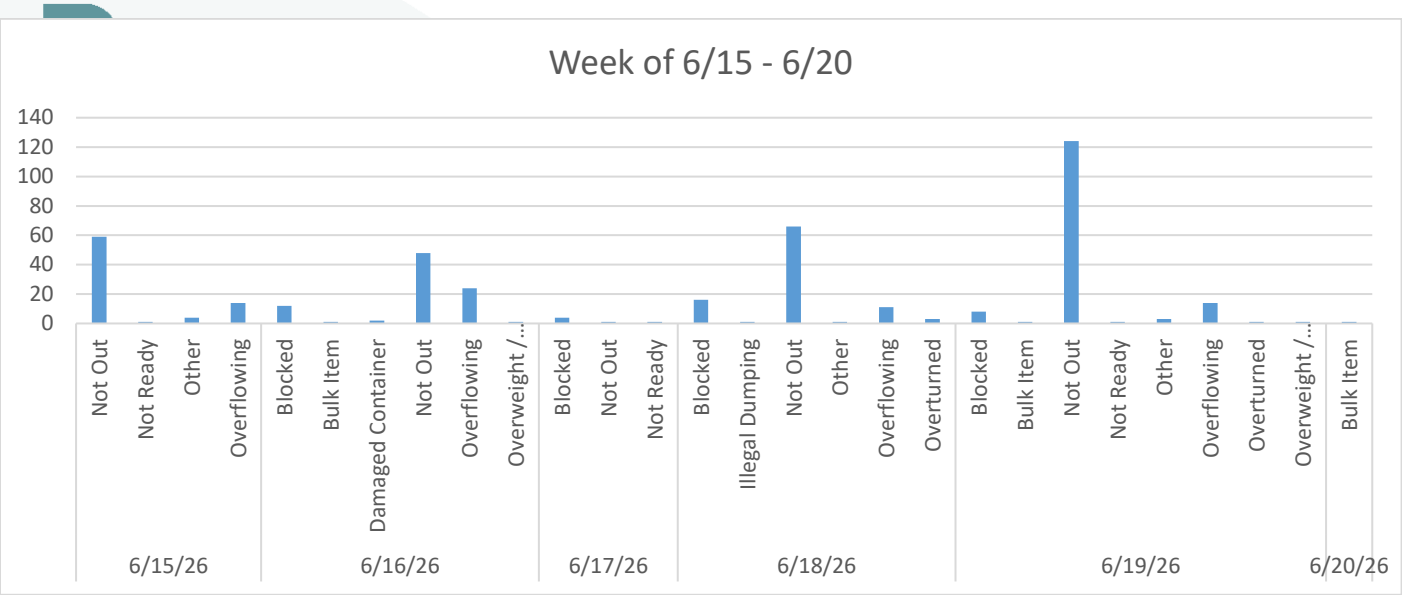
| Fuel Log | | | | | |
|---|---|---|---|---|---|
| Vehicle Name | # Fill ups | Fuel Efficiency (MPG) | Total Gallons Filled | Total Gallons Used | Total Miles Driven |
| 262 | 8 | 3.3 | 441.2 | 429.6 | 1425 |
| 300 | 3 | 5.6 | 47.3 | 60.1 | 298 |
| SL 19-324 | 3 | 2.6 | 116.7 | 130.1 | 336 |
| RL 311 | 1 | 2.6 | 2.6 | 55.6 | 146 |
| 309 | 3 | 2.6 | 39.6 | 74.4 | 196 |
| 308 | 7 | 3.9 | 55.8 | 150.6 | 561 |
| 307 | 1 | 4.3 | 18.6 | 27.8 | 120 |

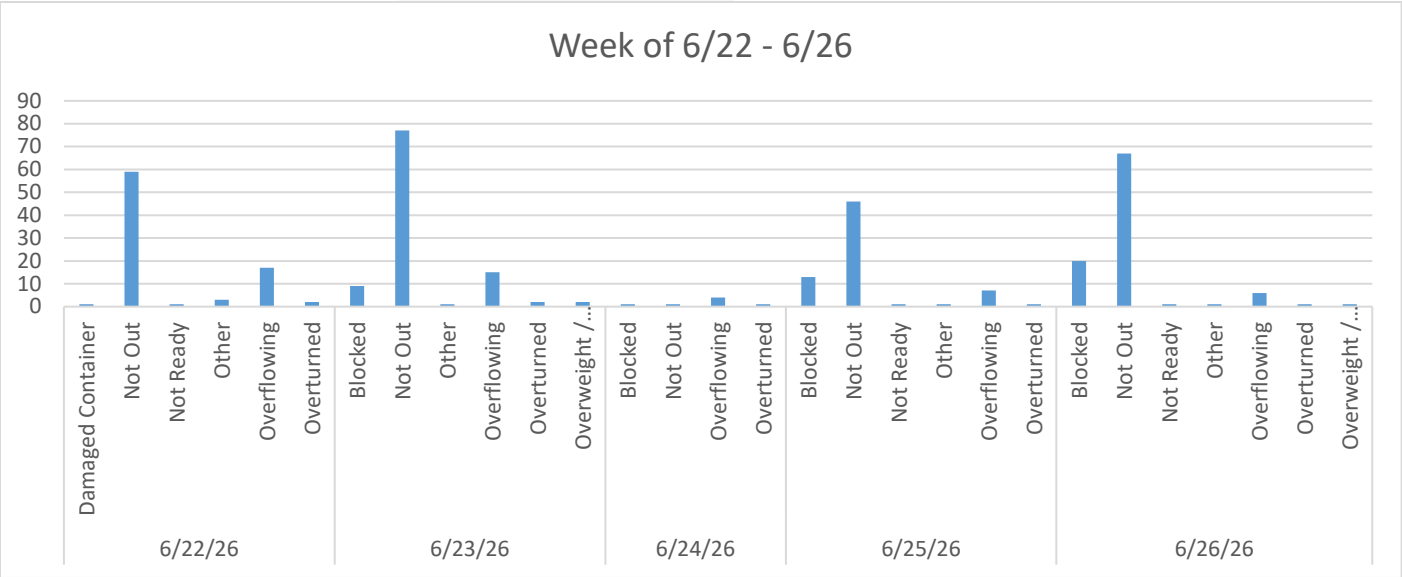
**Pickup Reports**

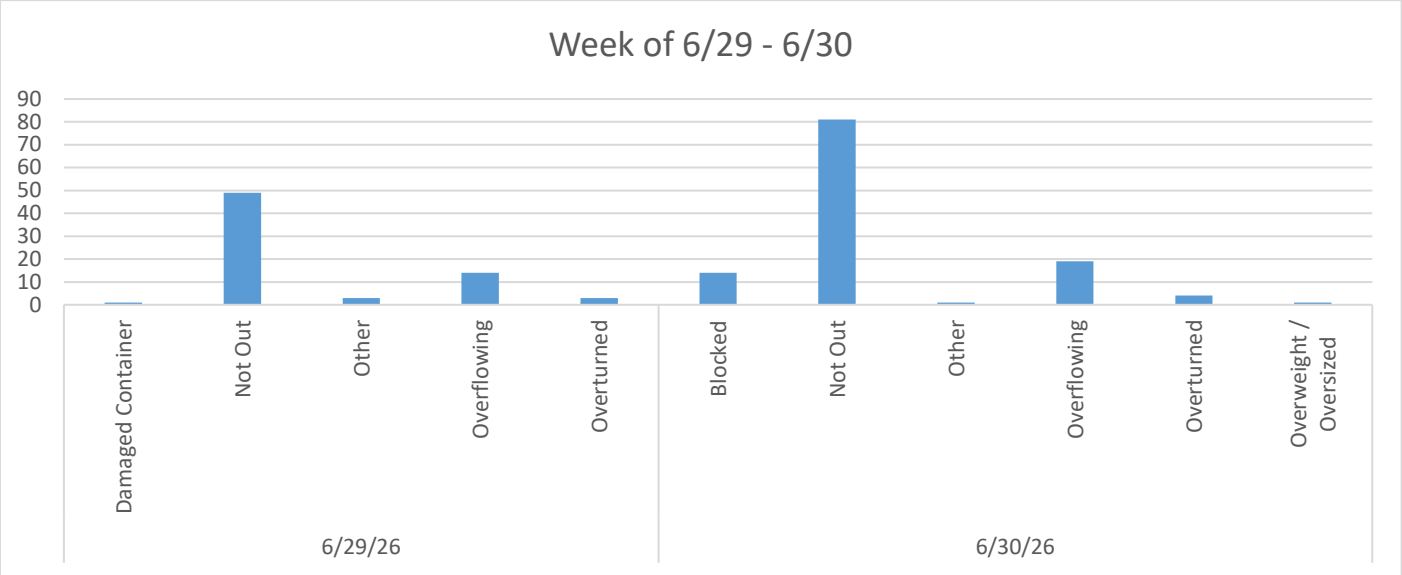
Pickup Reports are broken down by week to week. They show the number of Issues the drivers run into every day. To better view the data we split it into weeks.




Week of 6/15 - 6/20
140
120
100
80
60
40
20
0
Not Out
Not Ready
Other
Overflowing
Blocked
Bulk Item
Damaged Container
Not Out
Overflowing
Overweight /...
Blocked
Not Out
Not Ready
Blocked
Illegal Dumping
Not Out
Other
Overflowing
Overturned
Blocked
Bulk Item
Not Out
Not Ready
Other
Overflowing
Overturned
Overweight /...
Bulk Item
6/15/26
6/16/26
6/17/26
6/18/26
6/19/26
6/20/26


Week of 6/22 - 6/26
90
80
70
60
50
40
30
20
10
0
Damaged Container
Not Out
Not Ready
Other
Overflowing
Overturned
Blocked
Not Out
Other
Overflowing
Overturned
Overweight /...
Blocked
Not Out
Overflowing
Overturned
Blocked
Not Out
Not Ready
Other
Overflowing
Overturned
Blocked
Not Out
Not Ready
Other
Overflowing
Overturned
Overweight /...
6/22/26
6/23/26
6/24/26
6/25/26
6/26/26


Week of 6/29 - 6/30
90
80
70
60
50
40
30
20
10
0
Damaged Container
Not Out
Other
Overflowing
Overturned
Blocked
Not Out
Other
Overflowing
Overturned
Overweight / Oversized
6/29/26
6/30/26

**Current Project Updates**

**1. In House Projects / Infrastructure**

a. Bring Fire Suppression System up to Code
   i. Jockey Pump replaced more work needed
   ii. Pipes replaced
   iii. New Valve Needed waiting on Vendor

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **5.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Report -Roswell Transit

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**Attachments**

Roswell Transit Ridership
Roswell Transit Bus Inventory

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ROSWELL Transit

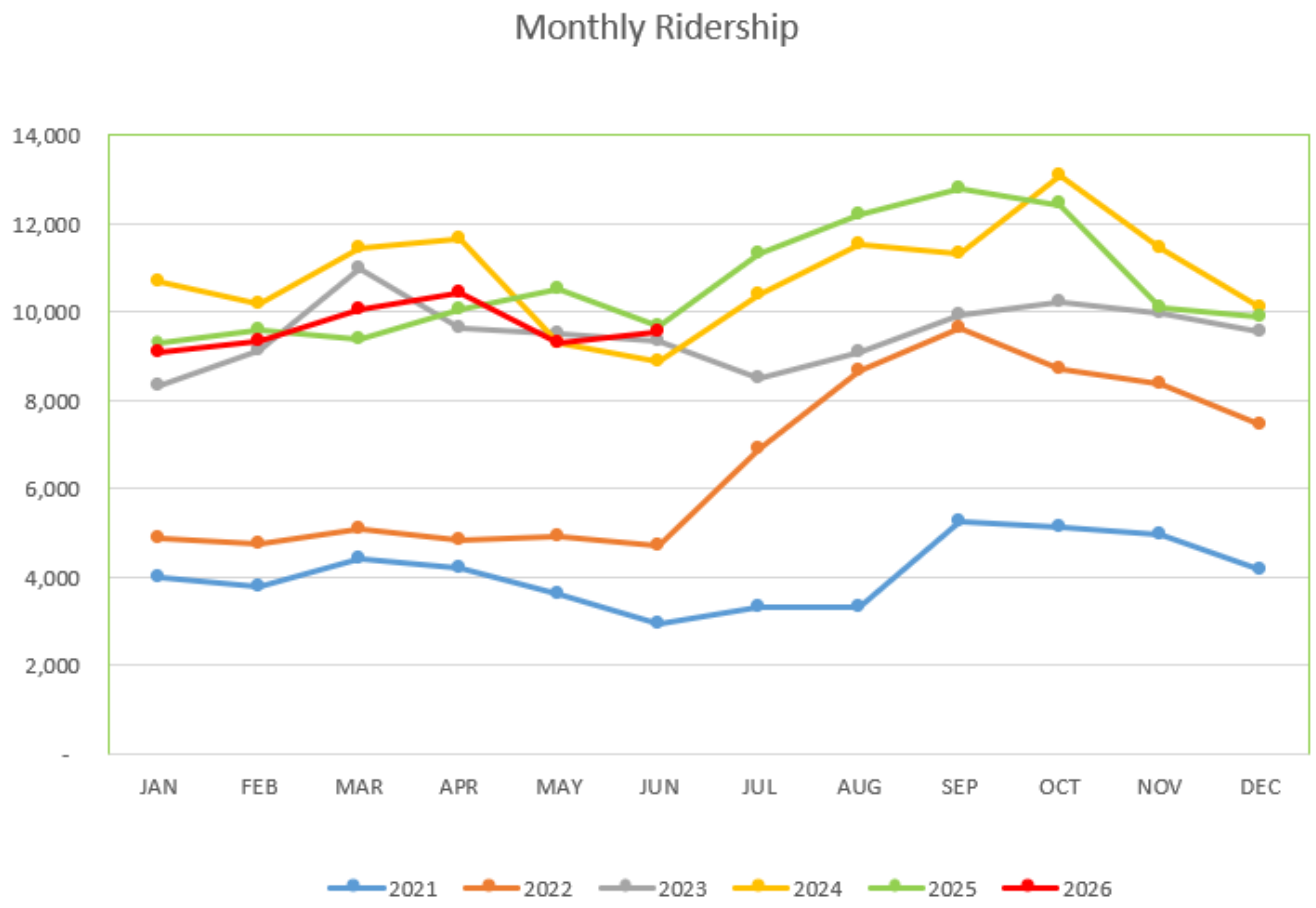
We believe in safe, affordable, and convenient Public Transportation.

Connecting People to Places

**BUS RIDERSHIP ------ JUNE 2026: 9,544**

**YTD 2025 RIDERSHIP ---- 58,499**

**YTD 2026 RIDERSHIP ---- 57,801 1.2%**




- The information from Whiterock has been sent to NMDOT for them to complete the paperwork and send out the notice of award and waiting for the contract to be signed.
- As usual, we are continuing to hire new drivers that are seeking to spend a substantial amount of time with the city along with being customer service and safety driven.
- We are close to receiving a quote from Tillery (Blue Bird) now that they are on the state price agreement with Colorado.
- The ridership slightly bumped this month.

Respectfully submitted by Chris Moore and Ray Mendoza. Approved by Becky Hicks, Transit Director

# BUS/VAN INVENTORY 07/01/2026

| | BUS # | YEAR | MAKE | MODEL | VIN | GVWR | LIC PLATE | SEATS | MILEAGE | WHEN TO REPLACE |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 950 | 2015 | CHEV | ARBOC C4500 | 1GB6G5BG9F1206700 | 14200 | 04872G | 23 | 226,314 | FY2026 OR 240,000 MILES |
| 2 | 951 | 2019 | CHEV | ARBOC C4500 | 1HA6GUBB6KN002736 | 14200 | 06100G | 24 | 236,126 | FY2027 OR 240,000 MILES |
| 3 | 952 | 2019 | CHEV | ARBOC C4500 | 1HA6GUBB8LN003873 | 14200 | 13167G | 21 | 152,190 | FY2028 OR 240,000 MILES |
| 4 | 953 | 2019 | CHEV | ARBOC C4500 | 1HA6GUBB5LN003751 | 14200 | 13166G | 21 | 201,356 | FY2028 OR 240,000 MILES |
| 5 | PT10 | 2015 | DODGE | GRAND CARAVAN | 2C7WDGBG5FR705623 | 6050 | G97744 | 5 | 144,522 | FY2025 OR 175,000 MILES |
| 6 | PT11 | 2018 | DODGE | GRAND CARAVAN | 2C4RDGBG7JR256562 | 6050 | 05617G | 5 | 144,633 | FY2026 OR 175,000 MILES |
| 7 | 954 | 2023 | FORD | TRANSIT | 1FDEU6PG3PKA02173 | 11000 | 20366G | 13 | 99,857 | FY2032 OR 240,000 MILES |
| 8 | 955 | 2023 | FORD | TRANSIT | 1FDEU6PG1PKA02222 | 11000 | 20365G | 13 | 118,667 | FY2032 OR 240,000 MILES |
| 9 | 956 | 2023 | FORD | TRANSIT | 1FDEU6PG5PKA98355 | 11000 | 21060G | 13 | 82,843 | FY2032 OR 240,000 MILES |
| 10 | 957 | 2023 | FORD | TRANSIT | 1FDEU6PG3PKB23964 | 11000 | 21054G | 13 | 87,502 | FY2032 OR 240,000 MILES |
| 11 | 958 | 2023 | FORD | TRANSIT | 1FDEU6PG3PKA98371 | 11000 | 20932G | 13 | 89,583 | FY2032 OR 240,000 MILES |
| 12 | 959 | 2023 | FORD | TRANSIT | 1FDEU6PG7PKB24017 | 11000 | 20931G | 13 | 67,753 | FY2032 OR 240,000 MILES |
| 13 | 960 | 2025 | CHEV | ARBOC G4500 | 1HA6BUB7XSN005067 | 14200 | ORDERED | 13 | 1,289 | FY2034 OR 240,000 MILES |
| ROUTES: 3 ON MAIN, 4 ON-DEMAND, 3 PARATRANSIT (3 SPARES) = TOTAL VEHICLES 13 | | | | | | | | | | |

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **6.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Report - Streets

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**Attachments**

Department Report - Streets

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# MONTHLY REPORT FOR JUNE 2026

Streets

## Project Focus

The Street Department continues to make great progress in maintaining city roads and enhancing safety for the citizens of Roswell. Our team remains committed to supporting other departments, including partnering with the Water Department as they complete water line repairs and assisting Sanitation with hauling materials, along with promptly responding to citizen requests.

Our Spray Crew is hard at work each day tackling weed control across the city while also clearing limbs, trees, and other obstructions to keep areas safe and accessible. The Sweeper Crew is doing an outstanding job keeping our streets clean and clear of debris, helping ensure safer travel for motorists.

The Sign Crew continues to provide valuable support with traffic control for the Water Department, Special Events, and various projects. Meanwhile, the Street Maintenance and Patch Cres stays responsive on call in request for pothole repairs. And filling water cuts from line repairs

Our mower crews are constantly maintaining city properties, alleys, and rights-of-way, helping keep Roswell looking its best.

Thank you to our entire Streets crew for being flexible with the special events preparations for the July 4th holiday and making the streets safe for the City of Roswell.

## Projects

Juan adding thermo striping stop bars to newly installed all-way stop at the intersection of Parkview & Alameda to aid drivers in safely adjusting to the new traffic pattern.

# MONTHLY REPORT FOR JUNE 2026

Streets

## Projects

**The City Wide Restriping Project was completed with San Bar improving visability on streets through out Roswell including portions of Hinkle, Bland, Chisum, Wildy Deming, Mathews Michigan Ave., Cahoon, Sunset, Mann, Eisenhouwer, Sycamore, Montana, Union, Washington, Lea, Kentucky Pennsylvania, Richardson, Virginia, Garden, and Atkinson.**

**Marcello and Felipe assist the Engineering Department with testing road conditions. The data is to be used for consideration of future projects.**

# MONTHLY REPORT FOR JUNE 2026

Streets

## Projects

**Juan and Domingo work to deploy barricades requested Special vents set up for the UFO Festival.**

**Andrew Collier and Andrew Quintero lay down the first layer of millings on the parking lost off of Earl Cummings Loop.**

# MONTHLY REPORT FOR JUNE 2026

Streets

## May Materials Quantities

The Patch and Street Maintenance crews have used 66.5 tons of Cold mix, 84 bags of Poly Patch material.

The Alley crew has used 5 Loads of fines and 365 loads of millings for the RV parking lot, in addition 59 loads of sweepings waste to landfill.

The Operator Crew crushed 1950 tons of gravel and continued to assist with the loading of material used in various projects.

All crews continued checking drains after rains, maintaining equipment, and assisting with loading of trucks for the transport of fines to the RV Parking lot under construction for the air races.

The Spray crew sprayed a total of 2875 gal of Roundup on city rights-of-way, medians, and city properties.

The Sweeper Crews daily sweepings totaled 206 loads of materials collected from city streets.

## Projects Upcoming

City Wide Restriping - Completed

Installation of All Way Stop at Parkview and E. Alameda - Completed

Second Street Mill and Fill – 07/13/2026

RV Parking Lot – Ongoing

Streets

# June 2026 Employee Spotlight

## Felipe Sanchez & Marcello De La Cerda

The Patch Crew is composed of two highly experienced and dedicated team members, Felipe and Marcello, who bring a combined 41.5 years of service to the City of Roswell. Felipe contributes 23.5 years of experience, having served in Parks, Facilities, and Streets, while Marcello brings 18 years of experience across both Parks and Streets. Their diverse backgrounds provide a strong foundation of knowledge and versatility in daily operations.

The primary responsibility of the Patch Crew is the identification and repair of potholes throughout the city, as well as completing asphalt repairs in support of Water Department projects. Their proactive approach plays a critical role in maintaining roadway safety and extending the life of city infrastructure.

Felipe and Marcello consistently demonstrate flexibility and professionalism as they manage a wide range of responsibilities. In addition to their core duties, they operate and maintain heavy equipment, perform skilled driving tasks, and adapt quickly to the evolving needs of the department.

Their experience, reliability, and commitment to quality work make them an essential part of the Street Department's continued success.

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **7.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

---

**DEPARTMENT NAME:**
Department Report - Special Electronics

---

**Attachments**

Department Report - Special Electronics

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ROSWELL
New Mexico

# MONTHLY REPORT FOR JUNE 2026

Special Electronics

## Project Focus

**Locates:**

Locates Cleared: 300

Locates Marked: 16

Emergency Locates: 41

Conference Attended: 1

**Call Outs:**

Pine Lodge & 285 X2

McGaffey & Sunset Flash

Relief & S. Main Flash

Relief & S. Main Mast Arm Hit

**RPD Video:**

Mescalero & 285

Alameda & Union X2

CC & 285

Berrendo & 285

Hobbs & S. Main

Mall & 285

PO Box 1838
Roswell, NM 88202-1838

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ROSWELL
New Mexico

# MONTHLY REPORT FOR JUNE 2026

Special Electronics

## Maintenance

Replaced Ped Insert and Repaired Burned Wires at Pine Lodge & 285
Replaced Bad Yellow Ball at Summit & 285
Serviced BBS & Preemption 2nd And Atkinson/Summit & 285
Assisted Facility Maintenance with Power Outage Annex/City Hall
Replaced 3 Head Damaged at Mescalero & 285
Cleaned Cameras (Detection) McGaffey &285
Assisted Facility Maintenance - Ran Conduit, Pulled Wire, and Connected Mini Split at Cello Grande
Cleaned Cameras (Detection) @ Brasher & 285, Brasher & S. Main, Poe & S. Main, Hobbs & Lea, McGaffey & Union, and College & 285
Serviced BBS and Preemption Poe & 285 & Brasher & 285
Ran Conduit & Wire for Laminating Machine at Annex
Changed Ped Insert at Poe & S. Main
Replaced Bad GFI's for Parks at Pickleball Court
Put Up Flags for Flag Day & 4th
Replaced Green Ball at McGaffey & 285
Replaced Red Ball CC 7 Garden
Assisted IT/ Replaced Radio at Fire Station
Replaced Red Ball at Poe & S. Main
Assist Facility Main / Outage at Fire Station 5
Replaced Green Ball Alameda & Sunset
Head Turned at 2nd & 285
5 Head Down at Hobbs & S. Main

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# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **8.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Report -Cemetery

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**Attachments**

Cemetery June Report

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south park cemetery south park cemetery south park c
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ROSWELL

## CEMETERY – June, 2026

**Acres Maintained: 210**

**Staffing: 9 FTE**

**Number of Services for the Month:32**

- 12 Casket Burials
- 13 Cremation Burials
- 4 Veterans Cemetery Casket Burials
- 3 Veterans Cemetery Cremation Burials

**Total Revenue for the Month: $62,520.00**

**Routine Maintenance:**

- Dug, set-up, covered, and tamped for all 32 services.
- Applied herbicide on edges of the road throughout the cemetery.
- Helped with weed control at the columbarium site in South Park Cemetery.
- Continued to trim and mow per schedule.
- 3 stones leveled in section 39.
- Replaced three 3" sprinkler valves in blocks 30, 49, and 70.

**Specific Maintenance:**

- Conducted a total of 32 services for the month of June.
- Had a meeting with project manager and contractors regarding the well house block.

**Vehicle Information:**

| UNIT# | MILEAGE |
|---|---|
| 580 | 135,617 |
| 581 | 82,832 |
| 583 | 25,049 |
| 586 | 83,622 |
| 587 | 65,532 |
| 606 | 88,234 |

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

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **9.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Report -Parks

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**Attachments**

Parks June Report

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ROSWELL

## PARKS – June, 2026

**Acres Maintained:** 685+

**Staffing:** 27 FTE

**Routine Maintenance:**

- Weed eating weeds.
- Repairing fencing & baseball backstops in all parks
- Trash pick-up
- Installing new tables, trash cans and BBQ grills throughout parks
- Tree trimming & transplanting

**Specific Maintenance:**

- Install border and spread two loads of playground mulch for new playground at Poe Corn Park.
- Install equipment on new playground at Poe Corn.
- Install barricade and paint to close bike trail east of Garden St.
- Repair chain link fence from vehicle accident at Melendez Park.

ROSWELL

**Vehicle Information:**

| UNIT# | LAST 5 OF VIN | MILEAGE |
|---|---|---|
| 1115 | 59361 | 10,119 |
| 1043 | 30177 | 38,422 |
| 1335 | 31335 | 103,953 |
| 1171 | 05837 | 110,729 |
| 1106 | 32089 | 118,961 |
| 1134 | 02128 | 80,934 |
| 1136 | 51161 | 93,305 |
| 1112 | 31411 | 142,205 |
| 1109 | 55800 | 173,857 |
| 1118 | 03155 | 101,578 |
| 1107 | 05501 | 196,929 |
| 1120 | 16661 | 101,727 |
| 1122 | 06799 | 43,944 |
| 1007 | 49647 | 57,980 |
| 1194 | 27335 | 141,845 |
| 1177 | 63424 | 35,968 |
| 1100 | 48327 | 81,960 |
| N/A | 31159 | 179,318 |
| 550 | 38512 | 135,666 |
| 503 | 87408 | 80,354 |

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

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **10.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Report -Recreation

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**Attachments**

Rec June Report

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ROSWELL
New Mexico

# June 2026
# Recreation Monthly Report

Recreation

**Revenue: $85,747**

**Attendance: 13,139**

| FISCAL YEAR FIGURES | | |
|---|---|---|
| | 2026 June | YTD |
| Revenue | 85,747 | 433,057 |
| Attendance | 13,139 | 101,101 |

| ATTENDANCE CONTRIBUTORS | |
|---|---|
| Adult Center Classes & Scans | 352 |
| Rec & Aquatic Center Classes/Programs | 38 |
| Rec & Aquatic Center Drop-In/Admissions | 8611 |
| Rec & Aquatic Center Member Scans | 4138 |

| TOP REVENUE CONTRIBUTORS | |
|---|---|
| Pool Admissions | $30,430 |
| Recreation Concession | $25,338 |

## Highlights

Roswell Recreation Center

- Memberships sold: 167
- Union/Fire Department memberships given: 11
- Sports Clinic attendance was lower than anticipated; however the participants who attended were highly engaged, had great time and continued to develop their sports through hands-on instruction and activities.
- Staff have been busy preparing for Alien Chase.

Roswell Aquatic Center

- Lifeguards continue monthly Inservice under the direction of Lifeguard Instructor/Aquatic Specialist and included the 300-yard swim requirement.
- Summer swim lessons have been fully enrolled, with all available session spots filled
- Afternoon water aerobics is doing well.
- Attendance at the outdoor pool is great, with the facility operating at or near capacity on a daily basis.
- There were ten birthday rentals, which included 10 or more swim passes each,

Roswell Adult Center

- The morning Yoga class featured a fun “chicken leg” sock theme this month, promoting a sense of community, laughter and participation while highlighting that this group of older adults is anything by “chicken” when it comes to trying new exercises and staying active.

Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,546
- Unit 1101/00494 – VIN#00494 - Mileage 56,327
- Unit 15875 – VIN#15875 – Mileage 58,529

*Submitted by April Hunter*

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ROSWELL
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# Summer Activities

Recreation

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FAX: 575.624.6889

roswell-nm.gov

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **11.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Report -Zoo

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**Attachments**

Zoo June Report

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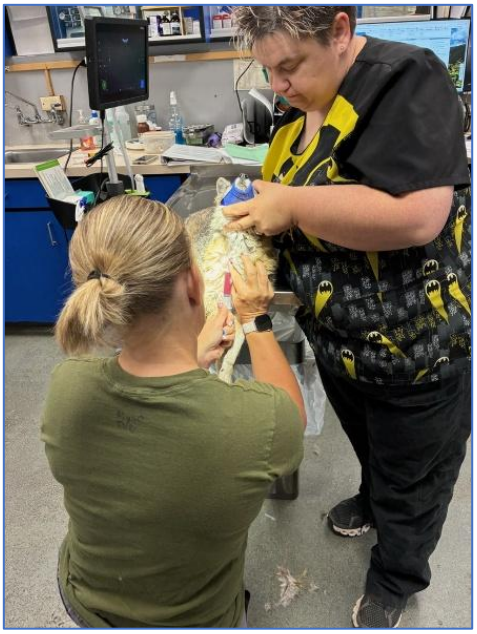
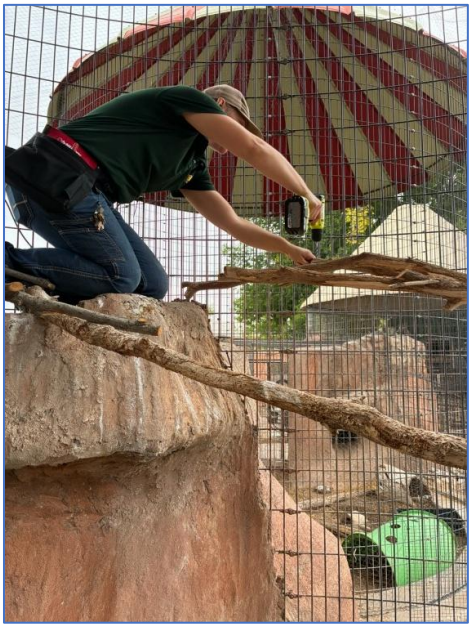
ROSWELL

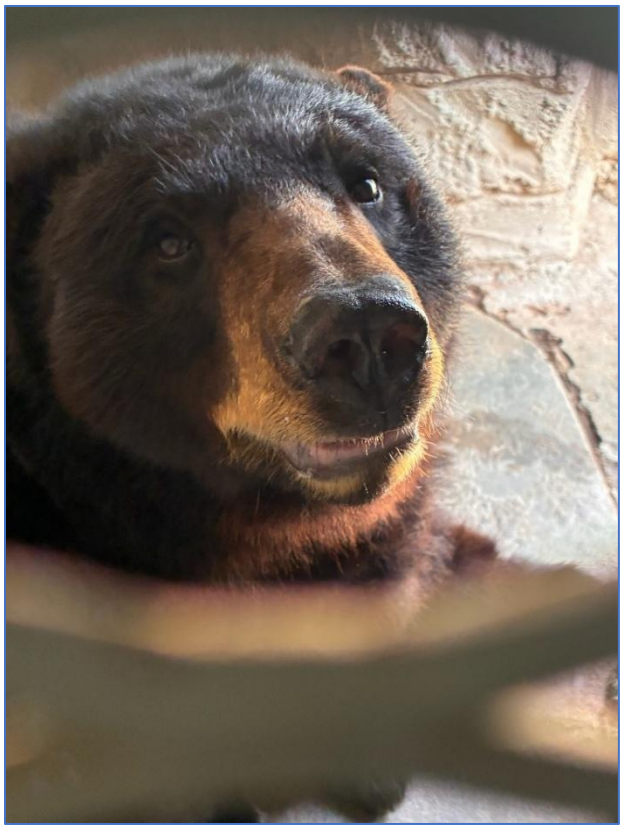
## ZOO – JUNE, 2026

**Highlights/Animal Care/Maintenance:**

- Routine upkeep done on all animal enclosures, the park, and the non-animal areas.
- Now that it's summer, we are seeing more guests visiting during the week, as well as the weekends during nice weather.
- Routine veterinary care was done, including an annual checkup for our gray fox, Fire (pictured), and a teeth trim for our beaver, Busy, who has damaged teeth that cannot file down naturally.
- New branches were hung in multiple bird enclosures. Replacing branches regularly is an important part of animal husbandry as it promotes good foot health. (pictured: Amy and Ayrin replacing old, worn-out branches in the raven enclosure).
- Ayrin hosted a program at Gateway school with rabbit Felix. In attendance were 64 kids and 10 adults.
- Pictured below: the raccoons foraging for food, BB the black vulture in her misting system keeping cool, Ursula the black bear says hi!







premier protein

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **12.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

---

**DEPARTMENT NAME:**
Department Report -Utilities

---

**Attachments**

Central Control June Monthly Report
Wastewater June 2026 Monthly Report
WM&T June 2026 Monthly Report

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**Central Control Monthly Report for June 2026**

**Central Control Operators and Maintenance**

- Operators making weekly rounds and collecting data of well pumps and motors. Making adjustments as needed to keep operation in spec.
- Operators doing monthly checks on booster pump screens and testing the chlorine leak detectors.
- Operators at end of month getting final monthly reads from all wells for total water produced.
- Operators doing daily cleaning and maintenance as needed at well sights, Reservoirs and at Central.
- On-call operator responding to alarms as needed after hours
- Chesser fuse blew, Oscar reset
- 1 operator doing OSHA 30 training.
- Had operators attended training.
- Alpha southwest worked on punch list, and riac 3 fan.
- Filled Country Club, leaks everywhere
- Got quotes for air condition at central
- Did monthly water production and Parks reports due.
- Had meeting for Riac 5.

George Peterson
Superintendent Central Control
Water Production

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Waste Water

# WWTP MONTHLY REPORT FOR JUNE 2026

**Sewer Crew (Collections)**

**PSU- STOP UPS-25**

**POINT REPAIR – 0**

**SHOT LINE DUE TO DEAD END - 0**

**SEWER ODOR - 0**

**MANHOLE LID MISSING- 0**

**TELEVISE LINE – 1**

**ASSIST WATER DEPT-1**

**SEWAGE SPILLAGE – 0 SSO**

**CUSTOMER REQUEST LINE TO BE SHOT-1**

**WKLY MAINTENANCE SOUTHSIDE UNIT 355**

**WKLY MAINTENANCE NORTHSIDE UNIT 356**

**Sewer Crew has been using the Vactor to jet rodding the sewer lines on sewer maps to clean and maintain lines in the city. Sewer Crew is maintaining RIAC, Kids Care, Mystec lift stations.**

**Total of 6 in Department to include** (2) Sr. Equipment Operators (3) Equipment Operators. (1) Vacant position Positions requires CDL class B with tank and air brake endorsements.

Both vactors are currently in use vactor 355 repair completed on 6/26/26.

New Construction of Lift station began in March at RIAC lift station.

Kids Care and Mescalero lift station is serviced and maintained on weekly basis to ensure proper functionality.

**PLANT OPERATORS**

**Monthly Plant flow –** 97.02 Million Gallons

Plant operator makes daily rounds and verifies and collects data of pumps and motors making adjustments to our aeration basins for blowers to maintain ammonia/nitrates and keep a healthy basin and keep plant operational. WWTP operators conduct daily operations to be vital part of treatment of wastewater for the City of Roswell. Maintenance of the entire Wastewater system completed daily by plant operators.

Serviced Basin #2 blowing out end caps with air. On 6/11/26 Custom Wrought Iron came out and installed new mount for motor and auger in pretreatment

room. Operators put Basin #2 back on line, dropping Basin #3 for repairs. Also dropping Final Clarifier #1 for replacement of flow meter 6/18-19/26 Smith Co replacing meter. Operators also replaced Wemco pump in Digester due to old pump leaking.

SW section workshop in Ruidoso NM, 6/24-25/26 sent a total of 6 WWTP employees for training.

Groundskeeping and watering of lawns for facility has begun with repairs to sprinkler heads. Mowing, edging and weed eating are continuous for 23 acres.

Daily/Regular maintenance as needed on equipment

Weekly cleaning of irrigation screens.

Solids handling is being accomplished in drying beds to dry sludge. Solids handling is a priority for Class A sludge. Temping and turning sludge piles to release sludge to public after lab analyzed for ecoli.

Currently utilizing Water plant equipment to help move our drying solids and turn sludge piles. Purchase of new John Deere loader ETA in September.

Plant Operators are currently seeking certifications through UOCP (New Mexico Utility Operator Certification Program)

**Total Employees 8**

(1) Sr Operator

(5) WWTP Operators plant operations

(2) Maintenance Worker I maintain grounds and buildings

**LAB**

**Monthly BAC- T Sampling –** 60 samples required for NMED compliance City of Roswell potable water. (15) Wkly sampling for total of 4 routes for month completed. Quality Control daily analysis for wastewater operations.

**23 Drinking Water Systems** we oversee analysis for DWB compliance to include Alto Lakes Water, Berrendo Water, Capitan Water System, Cumberland, Fambrough, Greenfield, Town of Dexter, Leprino Foods, Roswell Landfill.

We have recently accepted other water systems to include Capitan Water System, Bonito Park Nazarene Camp, Hondo Valley School, Hondo Alsups, Wild Willys RV Park, Generation of Learning, Hobbs Country Club, Pine RV Park, RP RV Park, Morning Side Water, Eileen Acres Service Corps, Midway RV Park, Lone tree bible ranch ,Lincoln MOWCA, Ft.. Stanton Historic Site.

Our lab is a credentialed laboratory for state microbiological samples

**Monthly intake of microbiological samples**

16-Private Pay (Private Wells and Nice Ice, Artesia Soft Water, Culligan)

**Permit Requirements - DP-281**

Discharging our Effluent water to farmland NMED permit DP-281 requires 3x wkly running BOD5 (biochemical oxygen demand – measure of amount of dissolved oxygen needed by microorganisms to break down organic matter in water sample over a 5day period at 20 C), E-coli, TSS (total suspended solids -dry weight of non-

dissolved particles in water sample). Daily analysis of ammonia/nitrate, MLSS (mixed liquor suspended solids-total concentration of suspended solids)

**(15) Monitoring Wells** –2nd Quarter sampling completed in April. NMED removed 5 monitoring wells for new permit requirements with 3 on Country Club golf course and 2 wells scheduled to be abandoned/plugged by Coats Pump.MW #5,#7 plugged by coats in May.

**Total employees** – 3 (1) Lead Lab Technician (2) Asst. Lab Tech

Lab employees are actively seeking required certifications through NMED.

**Pretreatment**

**Completed Domestic Sampling**

**Restaurants** -90 **Industrial Users** -2

2x Wkly sampling for Covid

Odd months test for **503.13 Sludge Samples**

**Restaurant sampling for surcharge billing – 2**

Sampling of restaurants was done for: Jimmy Johns, China King

Septic pumpers that were tested were, Johnsons, Demarees, Shiny Boys

Billing surcharge restaurants and Septic pumpers monthly and deposit of checks received. Do follow up on unpaid surcharge billing and also update all files and contact information for the septic pumpers.

**Monthly billing septic pumpers total of 9 (new pumper Pauley Construction)**

**Flores Rentals, B&D Car Wash, G&A Trucking, Johnson Septic, Demaree, Shiny Boys, Fulkerson Plumbing, RV Village, Pauley Construction**

**Industrial User Inspections**

**Total employees** - (1) Pretreatment coordinator- Brittany Jimenez scheduled for pretreatment conference to be held in Albuquerque in July/2026

# Water Maintenance and Transmission

## Monthly Report for June 2026

*By Danny De La Cerda, David Fierro & Greg Etter*

## WORK ORDERS:

| Work Orders by Category | This Month | Year to Date |
|---|---|---|
| *Main Break* | 8 | 32 |
| *Main Break - Unfounded* | 0 | 0 |
| *Turn On/Off* | 41 | 271 |
| *Replace Mainline Valve* | 2 | 37 |
| *Service Line - City Side Leak* | 123 | 479 |
| *Service Line - Customer Side Leak* | 53 | 138 |
| *No Water/Low PSI/Set Valve* | 8 | 41 |
| *Meter Box Repair* | 280 | 331 |
| *Meter Exchange* | 17 | 18 |
| *Meter Call Returned to Central Control* | 0 | 0 |
| *New Fire Line* | 2 | 6 |
| *New Install/Service* | 9 | 64 |
| *811 Utility Locates* | 495 | 2737 |
| *Abandon Service* | 0 | 0 |
| *Other- Misc.* | 31 | 89 |
| *Move Outs* | 0 | 3 |
| *Valve Maintenance* | 2 | 27 |
| *Valve Maintenance - Unfounded* | 0 | 11 |

## PROJECTS:

| | Current | Future |
|---|---|---|
| 1 | *New Water Line for Cemetery (Final Stages)* | *Replace 36" Main 8th to 19th* |
| 2 | *Replace 36" (x2) Valves at Country Club Reservoir* | *Begin Replacing Water Mains* |
| 3 | *Replacing 12" Drain Line at Reservoir* | |
| 4 | *Relocating FH and Services on E. Hobson Rd.* | |
| 5 | *Flow Test on Fire Hydrants (10 Repairs)* | |
| 6 | *Replacing Line at Cahoon Park* | |
| 7 | | |
| 8 | | |

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** **13.**

**Infrastructure Committee**
**Meeting Date:** 07/20/2026

**COMMITTEE:** Infrastructure

**CONTACT:** James MacCornack **CHAIR:** Darrell Johnson

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**DEPARTMENT NAME:**
Department Reports -Engineering

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**Attachments**

Engineering Project Dashboard
Monthly Annual Maintenance Report
Community Development Support Monthly Report

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# City of Roswell Engineering Department Projects Status

**6/5/2026**

## Street Projects & Other

**FY 25 - Hot Recycling & Micro-surfacing Pavement Maintenance** — **Project Complete**

SCOPE: Hot Recycle & Micro-surfacing of various streets
BUDGET: $ 1,912,747
FUNDING SOURCE: 100% City funds
EST. COMPLETION: Fall 2025
PROJECT STATUS: 100%

Streets to be selected by using Pavement Condition Survey and field review by Streets & City Engineer. Quote and streets list approved at September City Council. Complete.

**FY 25 - Nova Chip Pavement Maintenance** — **Project start date 10/16/2025** **Project complete**

SCOPE: Overlay of various streets
BUDGET: $ 266,222
FUNDING SOURCE: 100% City funds
EST. COMPLETION: Fall 2025
PROJECT STATUS: 100%

Streets selected by using Pavement Condition Survey and field review by Streets & City Engineer. Quote received utilizing NMDOT statewide price agreement. Quote and streets list approved at September City Council. Planned start date 10/16/2025. Complete.

**Hobson Road Flood Prevention Project** — **Construction awarded to Constructors, Inc.** **In progress**

SCOPE: Design & construct flood prevention measures on Hobson Rd. from W. RAC Perimeter Rd. to SE Main
BUDGET: WTB Grant (87%) $8,353,977
WTB Loan (13%) $1,248,295
Other $0
Total $9,602,273
FUNDING SOURCE: Water Trust Board Loan/Grant
EST. COMPLETION: 12/31/2026
PROJECT STATUS: 50%

A Water Trust Board application was submitted and a letter of award received. City to submit "Readiness" package to be reviewed by DFA and then an agreement can be issued. Loan documents in progress of being executed. Loan finalized 3/22/24. RFP issued for design portion of project, reccomeneded award to FNI. Design kickoff meeting held 7/26/2024. Design complete, bids recieved 5/13/2025, awarded to Constructors, Inc. Pre-Con held 8/12/2025. Start date 10/13/2025.

**Brasher Drainage Project** — **SMA award recommendation approved by Council 11.09.23** **Kick off Meeting Held 12/6/2023**

SCOPE: Design & construct flood prevention measures and 4-lane roadway on Brasher from S. Main east to SE Main (US 285)
BUDGET: Legislative Grant $800,000
City $0
Other $0
Total $800,000
FUNDING SOURCE: Legis. Grant
EST. COMPLETION: 6.30.26 Design Only
PROJECT STATUS: Design 100%

RFQ issued to engineering vendors, Souder Miller selected. Design in progress. Stakeholder meeting held 2/14/2024. SUE and storm drain inspection complete. 90% plans received 3/6/2026. Phasing plan and updated cost estimates received 5/1/2026. Final stamped plans recieved 6/5/2026.

**2nd Street Overlay Pavement Maintenance**

SCOPE: Overlay and restriping 2nd Street from Sunset to East City Limits
BUDGET: NMDOT Grant $1,444,000
City $76,000
Total $1,520,000
FUNDING SOURCE: NMDOT TPF
EST. COMPLETION: Spring 2026 Estimated
PROJECT STATUS: 0%

This project will be awarded through NMDOT TPF funding. Funding agreement received. Waiting on final NMDOT clearance. Council approved PO. Start date 6/22/2026

**Elm St. Bridge (Rio Hondo south of 2nd St.)** — **NMDOT Agreement approved by September Council.** **Reccomended Award to Abraham's Construction** **Project Complete!**

SCOPE: Remove & replace existing bridge with CBC bridge
BUDGET: Survey/Hydrology City Engr. Dept
Plans/Permits City Engr. Dept
Right of Way $0
Construction $2,440,000
FUNDING SOURCE: NMDOT $2,440,000
EST. COMPLETION: 3/31/2026
PROJECT STATUS: 100%

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

**Projects coordinated with Utility Departments**

**WWTP Screw Press & Dissolved Oxygen Improvemen** — **Dissolved oxygen unit was put into operation on January 4, 2023.** **Bids received Feb. 8, 2022, low bid $8,626,664.00**

SCOPE: Install screw presses at WWTP
BUDGET: Estimated $ 8,003,106 — $5.5 million Loan is for design and construction
FUNDING SOURCE: WWTP and Clean Water State Revolving Fund load CWSRF 097
EST. COMPLETION: Construction April 2026
$8,626,664 Insp. $488,225
PROJECT STATUS: Construction 100% Dewater $412,40 DO $102,481.25

RFP process complete and project awarded to HDR for design and future construction professional services. Design kick off meeting between NMENV, HDR and City was held on 12.16.2020. Council awarded project 3.10.22 and ok to seek additional principal $3,915,000, subsidy of $285,000 for total loan package of $9,700,000 at 0.05% interest. Preconstruction conference held 4.12.22.Dissolved oxygen upgrades operational on January 4, 2023. Primary pumps replacements were started up 10.21.23. Pre-fab building was erected the week of 9/19. Contractor working on screw press start up troubleshooting. Troubleshooting completed, contractor working on punch list items. Equipment manufacturer scheduled to be on-site 5/12 for final process testing. Project complete, working on close out.

**Rehab Country Club Reservoirs** **Water Trust Board Grant/Loan**

SCOPE: Repair and rehabilitate two 7.5 million gallon reservoirs located on West Country Club Rd

BUDGET: WTB Grant (45%) $3,600,000 **Awarded to TMI Coatings**
WTB Loan (55%) $4,400,000 **Project started**
Other $0
Total $8,000,000
FUNDING SOURCE: Federal Grant & City Match
EST. COMPLETION: 5/22/2026
PROJECT STATUS: 83%

A Water Trust Board application was submitted and a letter of award received. City to submit "Readiness" package to be reviewed by DFA and then an agreement can be issued. Design complete, project awarded to TMI Coatings Inc. Pre-Construction meeting scheduled for 12/4/2024. Project started, South Reservoir drained, rehab work has begun. Scheduled completion first week of December. Change order proposed due to tank leakage. Contractor back on-site 3/2/2026. South tank placed back into service, additional leakage areas found. Additional coating work to be re-bid

**Replace RAC Lift Station**

SCOPE: Design replacement lift station for RAC lift station located on I **In progress**

BUDGET: $3,003,307 Construction
FUNDING SOURCE: LEDA Grant
EST. COMPLETION: 9/1/2026
PROJECT STATUS: 54% Construction

Design project for replacement of the Roswell Air Center lift station located on Hobson Rd. RFQ will be prepared and quotes solicited from engineering on-call vendors. Estimated construction cost $2,5000,000. Recommended award to FNI. Kick off meeting held 1/14/2025. Design complete. Due to deteriorating conditon of lift station, emergency procurement utilized, materials ordered. Material delivery anticipated mid-February, construction scheduled to begin 3/9/2026.

**RAC Water Line Phase 2** **Awarded to White Cloud Pipeline**

SCOPE: Water service extension to SE area of RAC. **Project started 10/14**

BUDGET: $1,471,041 **Project complete!**
FUNDING SOURCE: State appropriation
EST. COMPLETION: 2/28/2026
PROJECT STATUS: 100%

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

**RAC Sewer Extension** **In progress**

SCOPE: Sewer service extension to SE area of RAC.

BUDGET: $3,274,145 Construction
FUNDING SOURCE: LEDA Grant
EST. COMPLETION: 9/1/2026
PROJECT STATUS: 40% Construction

Project design awarded to HDR, project out to bid. Construction awarded to Enviroworks, LLC. Pre-construction meeting held 9/10/2025. Project start date 10/13/2025.

**36" Waterline Project - N. Montana** **Replace existing 36" concrete pipe**

SCOPE: Replace existing 36" water line from 19th to 8th on N. Montan **Design to support funding application**
BUDGET: Potential Funding Application
FUNDING SOURCE:
EST. COMPLETION: Design 3/30/2026
PROJECT STATUS: Design 95%

City Engineering to survey and prepare construction plans to support WTB funding application. Application submitted 1/22/2026. Plans to be submitted to NMED for review in preparation of possible award. Plans submitted to NMED for review. City was notified that we were not selected for this grant award.

**Projects coordinated with Other Departments**

**Phase III All Inclusive Park - Grant 22-G2779 & 23-H2**

SCOPE: Design and construct All Inclusive Park and amenities **Project awarded to Abraham's Construction**
BUDGET: Grant Amount Grant = $342,172 **Project Complete!**
FUNDING SOURCE: DFA Grant
EST. COMPLETION: Construction in Summer/Fall 2025
PROJECT STATUS: 100%

This is the 2022 Legislative Grant to help fund Inclusive Park Construction. Bid received 4/8/25, awarded to Abrahams Construction. Pre-Con meeting held 8/7/2025. Construction complete!

**Portalnd Loo Design**

SCOPE: Design Portland Loo Mainstreet Roswell
BUDGET:
FUNDING SOURCE: N/A
EST. COMPLETION:
PROJECT STATUS: Design 50%

Updated quote recieved from Portalnd Loo manufacturer for double installation

**Stiles Park Improvements - Grant 24-I2884**

SCOPE: Design and construct restroom and scoreboard improvements **In progress**

BUDGET: Grant Amount Grant = $500,000

FUNDING SOURCE: DFA Grant

EST. COMPLETION: Construction in Spring/Summer 2026

PROJECT STATUS: 8%

Quotes requested from possible scoreboard vendors utilizing price agreements. PO in progress for scoreboard replacement. Facilities department compiled list of materials for bathroom rehab. Scoreboards replaced, materials delivered for bathroom rehab. Roof repair completed, A/C replacement in progess. Pending quotes for score tower replacement.

# June 2026

**ANNUAL MAINTENANCE MONTHLY REPORT**

**ITB-26-005**

| Location | Work Performed | Sidewalk | | Curb & Gutter (Linear feet) | Header Curb (Linear feet) | ADA Detector Plate (per job) | ADA Ramps (per job) | Drive Pad/Fillet (per job) | PCCP ($yd^2$) | Water Valve/Meter Box Adj. (each) | Manhole Adj. (each) | Manhole Replacement (each) | Structural Concrete ($yd^3$) | Structural Steel (lbs.) | PMBP (tons) | Guardrail (per job) | Work order cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | ($yd^2$) | (L.F.) | | | | | | | | | | | | | | |
| E Hobbs & S Poplar | SWK, DP, CG, PMBP | | 64.0 | 54.1 | | 2 | | 2 | | | | | | | 1.9 | | $17,246.46 |
| | | | | | | | | | | | | | | | | | |
| 1601 S Garden | SWK, CG | | 220.0 | 22.0 | | 1 | | | | 1 | | | | | | | $17,639.91 |
| | | | | | | | | | | | | | | | | | |
| E Hobbs (Between Garden & Popalr) | SWK | | 180.0 | | | | | | | 1 | | | | | | | $24,902.18 |
| 504 E Hobbs | SWK, CG | | 50.0 | 9.0 | | 2 | | | | | | | | | | | $6,315.00 |
| S. Garden & E. Hobbs | SWK, FIL, PMBP | | 30 | 27 | | 1 | | 1 | | 1 | | | | | 2.4 | | $9,222.51 |
| S. Garden & Parkway (Consolidated) | SWK, CG, PMBP | | 40 | 20 | | 2 | | | | | | | | | 0.8 | | $6,844.77 |
| 100 S Ohio | SWK, PMBP, FIL, CG | | 35 | 225 | | 1 | | 1 | | 1 | | | | | 26.3 | | $41,958.72 |
| 501 S Pennsylvania | SWK, CG | | 130 | 15 | | 2 | | | | | | | | | | | $19,476.83 |
| | | **0.0** | **749.0** | **372.1** | **0.0** | **10.5** | **0.0** | **4.0** | **0.0** | **4.0** | **0.0** | **0.0** | **0.0** | **0.0** | **31.4** | **0.0** | **$143,606.38** |

| | |
|---|---|
| Sidewalk | SWK |
| Curb & Gutter | C&G |
| Header Curb | HC |
| Valley Gutter | VG |
| ADA Ramps | ADA-R |
| Drive Pad | DP |
| Parking Lot | PL |
| Plant Mix Bitumunious Pavement | PMBP |
| Structural Concrete | SC |

| | |
|---|---|
| Water Valve/Meter Box Adjustment | WV-ADJ or MB-ADJ |
| Manhole Adjustment | MH-ADJ |

# June 2026 Engineering Highlights Report

## Community Development Support

Development Reviews
- 1 St. Marys Pl
- 1901 W. 2nd

Sewer/Utility Cuts
- 3502 Bandolina
- 1202 W. Jaffa
- 1706 S. Grand
- 601 N. Ohio
- 2617 N. Montana
- 502 La Fonda
- 3507 Janus Dr

Property Reviews
- 2009 SE Main

Driveway, Sidewalk, Fence or Curb Reviews Inspections
- 27 Morningside
- 710 N. Heights

Zoning Site Reviews:
- None for June

ADA Reviews
- None for June

Traffic/Speed Reviews & Complaints
- 216 W. 2nd
- Pear Garden to Atkinson

Infrastructure Acceptance
- None for June

Drainage Reviews
- 3106 N Main

Street Light Complaints/Concerns
- 14th between Lea & Kentucky