

**Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson
Monday, April 11, 2022**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 22-14.

ROLL CALL

The meeting convened at 9:00 a.m. with Chairman Corn presiding; Councilors Heldenbrand and Perry present, and Councilor Foster being absent.

Staff present: Joe Neeb, Juan Fuentes, Mike Mathews, Janie Davies, Chanel Rey, Juanita Jennings, Robert Glenn, Lorenzo Sanchez, Scott Stark, Steven Christopher

Staff via GoToMeeting: Kevin Maevers, Louis Najar, Debbie Reyer, Jaclyn James,

Guests present: Councilor Christine Arnold, Rita Kane-Doerhoefer, Larry Connolly, June Ogle (Roswell Daily Record)

Guests via GoToMeeting: Councilor Juliana Halverson, Terry Haley, Will Cavin, Tamara Kozma, Margaret (no last name given), Laura Perez, Jane Anglin

APPROVAL OF AGENDA

Councilor Perry moved to approve the April 11, 2022 regular Finance Committee meeting agenda. Councilor Heldenbrand was the second. A voice vote was 3-0 and the motion passed with Councilor Foster being absent.

APPROVAL OF MINUTES

Councilor Perry moved to approve the February 24, 2022 Special Finance Committee meeting minutes as presented and the March 3, 2022 Regular Meeting Minutes with the following correction:

Under the Public Participation item, Councilor Perry's comments should reflect that Councilor Stubbs served on City Council, not the Finance Committee.

Councilor Heldenbrand was the second. A voice vote was 3-0 and the motion passed with Councilor Foster being absent.

NON-ACTION ITEMS

Information Reports:

Gross Receipts Report: Mr. Fuentes presented information on the GRT report for March 2022.

FY2023 Operating Budget Timeline: Mr. Fuentes provided an update on the current progress and upcoming timeline in finalizing the FY23 operating budget.

Outstanding Debt Schedule: Mr. Fuentes provided information on the FY22 debt schedule for the City.

Lodgers' Tax & Convention Center Bed Fee: Ms. Jennings discussed the Lodgers' Tax and Convention Center Bed Fee Reports for February 2022.

ITB 22-018 Roswell Air Center Ascent Aviation Hangar Project: Mr. Fuentes and Mr. Neeb discussed the status of the bid process and the scope of work of the project.

ACTION ITEMS

Consideration of Resolution 22-XX approving budget adjustments for fiscal year ending June 30, 2022: Ms. Rey presented the budget amendments to account for \$6,715,077 in Revenue and \$6,165,890 in Expenses for various funds as a DFA housekeeping item. Mr. Neeb and Ms. Rey answered questions from the committee. Councilor Perry moved to send to full City Council for approval Resolution 22-XX approving budget adjustments included in Exhibit A for fiscal year ending June 30, 2022. Councilor Heldenbrand was the second. A voice vote was 3-0 and the motion passed with Councilor Foster being absent.

Consideration of Resolution 22-XX authorizing the Disposal of Certain Surplus Personal Property: Mr. Glenn presented the request for authorization to dispose of various old/obsolete equipment and vehicles currently owned by the City as scrap or through auction. Councilor Perry moved to send to full City Council on the consent agenda Resolution 22-XX the authorizing the Disposal of Certain Surplus Personal Property included in Exhibits A and B. Councilor Heldenbrand was the second. A voice vote was 3-0 and the motion passed with Councilor Foster being absent.

Consideration to hold a public hearing and consider adoption of Ordinance 22-06 authorizing the City of Roswell (Borrower) to amend Ordinance 19-09 for the purpose of increasing the funding package of the New Mexico Environment Department (NMED) Clean Water State Revolving Fund (CWSRF) Loan Number CWSRF 097: Mr. Fuentes presented the request to hold a public hearing and consider adopting the ordinance that would increase the funding loan package by \$3,915,000. The City borrowed \$5.5 million to design and construct the WWTP Dewatering Facility based on the engineer's last estimate of \$6,992,000. Bids for the project were opened on February 8, 2022 and the low bid with GRT was \$8,626,664. The requested amount would be sufficient to proceed with the engineer's recommendation to award. Mr. Sanchez answered questions from the committee.

Councilor Perry moved to send to full City Council the recommendation to advertise a public hearing for Ordinance 22-06 authorizing the City of Roswell (Borrower) to amend Ordinance 19-09 for the purpose of increasing the funding package of the New Mexico Environment Department (NMED) Clean Water State Revolving Fund (CWSRF) Loan Number CWSRF 097. Councilor Heldenbrand was the second. A voice vote was 3-0 and the motion passed with Councilor Foster being absent.

Consider approval of Task Order G of the Professional Services Agreement with Armstrong Consultants, Inc. to update the Airport Master Plan and Airport Layout Plan: Mr. Stark presented the request for a professional services agreement to update the City Airport Masterplan which was last updated in 2012, with the FAA recommending it be updated every ten years. The cost of the project is \$685,900 plus 5.125% NMGRT. 95% of the cost will be covered by a federal grant and the remainder split between the City and the State.

Councilor Perry moved to send to full City Council for approval of Task Order G of the Professional Services Agreement with Armstrong Consultants, Inc. to update the Airport Master Plan and Airport Layout Plan. Councilor Heldenbrand was the second. A voice vote was 3-0 and the motion passed with Councilor Foster being absent.

Consider approval of contracting the research and generation of a new Airport Security Program (ASP) approved by the Transportation Security Agency (TSA) by the Faith Group, LLC: Mr. Christopher presented the request for approval to contract with the Faith Group, LLC for a new Airport Security Plan as required by the Transportation Security Agency. The cost of \$99,268.96 would be paid out of Air Center reserve funds requiring a budget adjustment.

Councilor Perry moved to send to full City Council the recommendation to approve the authorization to contract the research and generation of a new Airport Security Program (ASP) approved by the Transportation Security Agency (TSA) by the Faith Group, LLC. Councilor Heldenbrand was the second. A voice vote was 3-0 and the motion passed with Councilor Foster being absent.

PUBLIC PARTICIPATION

Mr. Connolly and Ms. Kane-Doerhoefer discussed making the PowerPoint presentations used in the Committee meetings available to the public. Ms. Kane-Doerhoefer also spoke about the City advertising in certain publications.

The Committee discussed potential future agenda items and the possible changes to the meeting schedule.

ADJOURN

The meeting adjourned at 10:40 a.m.