

**Regular Meeting of the Finance Committee  
City Hall – Large Conference Room  
425 N. Richardson  
Thursday, August 5, 2021**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 21-7.

**ROLL CALL**

The meeting convened at 9:04 a.m. with Chairman Perry presiding; Councilor Roebuck present, Councilor Kennard participating via GoToMeeting, and Councilor Oropesa being absent.

Staff present: Joe Neeb, Juan Fuentes, Mike Mathews, Janie Davies, Trent Moore, Lorenzo Sanchez, Robert Contreras, Fernando Valdez, Lorenzo Sanchez, Abraham Chaparro, Becky Hicks, Chief Philip Smith, Juanita Jennings, Sharon Coll, Louis Najjar (via GoToMeeting), Karen Sanders (via GoToMeeting)

Guests present: Mayor Dennis Kintigh, Councilor Judy Stubbs, Rita Kane-Doerhoefer, Larry Connolly, Juno Ogle (Roswell Daily Record)

**APPROVAL OF AGENDA**

Councilor Roebuck moved to approve the August 5, 2021 regular Finance Committee meeting agenda. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

**APPROVAL OF MINUTES**

Councilor Roebuck moved to approve the July 1, 2021 Finance Committee meeting minutes. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

**NON-ACTION ITEMS**

Information Reports:

*Gross Receipts Report.* Mr. Fuentes presented information on the GRT report for July 2021.

*Lodgers' Tax Report and Convention Center Report:* Ms. Jennings provided information about the Convention Center collections and Lodgers' Tax takings for July 2021.

**ACTION ITEMS**

Consideration of Resolution 21-XX Budget Adjustments for FYE 2022 Budget: Ms. Davies presented the budget amendments to account for \$5,875,750 in Revenue and \$5,875,750 in Expenses for the American Rescue funds. Ms. Davies and Mr. Fuentes answered questions from the committee. Councilor Roebuck moved to send to full City Council for approval Resolution 21-XX Budget Adjustments for FYE 2022 Budget. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration of Resolution 21-XX Sale of Certain Surplus Personal Property: Ms. Hicks and Mr. Fuentes presented the request for authorization to dispose of various old/obsolete equipment and vehicles currently owned by the City as scrap or through auction including items from the Library donated by the Green Estate.

Councilor Roebuck moved to send to full City Council on the consent agenda Resolution 21-XX Sale of Certain Surplus Personal Property. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration of Resolution 21-XX Approving the City of Roswell Financial Commitment to fund Roswell Transit for the federal fiscal year October 1, 2022 to September 30, 2023: Ms. Hicks presented the request based on the tentative amount of \$770,192.80 and answered questions from the committee.

Councilor Roebuck moved to send to full City Council on the consent agenda Resolution 21-XX Approving the City of Roswell Financial Commitment to fund Roswell Transit for the federal fiscal year October 1, 2022 to September 30, 2023. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration and approval of Scope of Work for RFP 22-004 Temporary Employment Services: Mr. Contreras presented the request for approval for the scope of work to submit an RFP to make available a pool of responsive contractors for performing temporary employment services for City departments. Funding is provided by the individual department's annual budget. The scope of work has been approved by the City's attorney. Staff answered questions from the committee.

Councilor Roebuck moved to send to full City Council for approval the Scope of Work for RFP 22-004 Temporary Employment Services. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration and approval of expenditure for outfitting of the police vehicles to Code 3 Service in the amount of \$105,127.72: Ms. Hicks and Chief Smith presented the request for approval to purchase equipment and labor at a cost of \$105,127.72 to outfit the ten (10) trucks recently purchased by the Police Department with emergency lights, sirens, control boxes, partitions and nerf bars and answered questions from the committee.

Councilor Roebuck moved to send to full City Council for approval the expenditure for outfitting of the police vehicles to Code 3 Service in the amount of \$105,127.72. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration and authorization to purchase 1 new 5 yard International Dump Truck in the amount of \$100,213.: Mr. Sanchez presented the request to purchase a new dump truck which has been budgeted in the FY22 Water Maintenance Budget as part of the fleet rotation plan. Lead-time for delivery is approximately 10 months.

Councilor Roebuck moved to send to full City Council on the consent agenda the authorization to purchase one (1) new 5 yard International Dump Truck in the amount of \$100,213. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration and authorization to purchase 1-John Deere 50G Excavator, 1-John Deere 544L Wheeled Loader and 2-John Deere 310SL Backhoes in the amount of \$446,726.52: Mr. Sanchez presented the request to purchase new equipment from 4 Rivers Equipment and answered questions from the committee. This equipment has been budgeted for in the Water Maintenance Department. Items have been bundled together for a discount and lead-time for delivery is 120-160 days.

Councilor Roebuck moved to send to full City Council for approval the authorization to purchase one (1) John Deere 50G Excavator, one (1) John Deere 544L Wheeled Loader and two (2) John Deere 310SL Backhoes in the amount of \$446,726.52. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration and authorization to purchase a new Caterpillar 623K Scraper in the amount of \$907,410.12 from Wagner Equipment: Ms. Hicks presented the request to purchase a new scraper for the landfill to replace the one that was damaged in a rollover accident on April 16, 2021. The insurance reimbursement is currently recommended as \$355,000 and the difference of \$552,410.12 would be a budget amendment from the Solid Waste fund FY22 ending cash balance. Ms. Hicks, Mr. Fuentes and Mr. Chaparro answered questions from Mayor Kintigh and committee members.

Councilor Roebuck moved to send to full City Council for approval the authorization to purchase a new Caterpillar 623K Scraper in the amount of \$907,410.12 from Wagner Equipment. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration and approval to award RoofCARE the Roswell Test Facility/AO Smith building roof replacement project in the amount of \$627,131.42, utilizing CES procurement agreement: Mr. Moore presented the request for the roof replacement of RTF due to the extensive damage caused by recent storms and answered questions from the committee. The roofs have also surpassed their designed lifecycle. The cost will initially be covered by the Capital Improvement fund with lease payments eventually reimbursing the expense.

Councilor Roebuck moved to send to full City Council for approval to award RoofCARE the Roswell Test Facility/AO Smith building roof replacement project in the amount of \$627,131.42, utilizing CES procurement agreement. Councilor Kennard was the second. A voice vote was 3-0 and the motion passed with Councilor Kennard participating via GoToMeeting and Councilor Oropesa being absent.

Consideration and ranking of Capital Projects for the 2023-2027 Infrastructure Capital Improvement Plan (ICIP): Mr. Fuentes presented the item to allow departments to provide information on requested projects that the committee will evaluate to develop the annual ICIP for submittal in September 2021.

- Ms. Jennings discussed the projects for Public Affairs including the LED sign and building improvements at the Visitor Center, consistent wayfinding, a tourism trolley, video production, and a sports tourism office.
- Ms. Jennings and Mr. Moore discussed requested projects for the Convention Center, including HVAC units, IT upgrades, LED signage, sewer line repairs, running electrical lines for a washer/dryer system, fencing for the courtyard, building/office upgrades and additional LED lighting.
- Mr. Fuentes discussed Information Technology's request for a replacement server as an ongoing project to maintain a 3-5 year replacement cycle.

The committee agreed to send forward for Public Affairs: Wayfinding and Tourism Trolley; for the Convention Center: LED Lighting-Pre-Function and Sewer Line Rehabilitation; for IT, nothing sent forward.

### **PUBLIC PARTICIPATION**

Mr. Connolly and Ms. Kane-Doerhoefer spoke about condemned buildings in the county and the city, the ETZ's contribution and the condition of certain streets in the city.

Councilor Stubbs discussed the purpose of the ICIP with staff.

### **ADJOURN**

The meeting adjourned at 10:27 a.m.