

**Regular Meeting of the Finance Committee
Held in the Conference Room at City Hall
Tuesday, March 31, 2020**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 19-37.

ROLL CALL

The meeting convened at 8:00 a.m. with Chairman Henderson presiding; Councilors Roebuck, Kennard and Stubbs being present.

Staff present: Monica Garcia, Joe Neeb, Sharon Coll, Mike Matthews, Juan Fuentes, and Bill Morris.

Guests present: Councilor Oropesa, Jason Perry and Mayor Kintigh.

APPROVAL OF AGENDA

Councilor Stubbs moved to approve the March 31, 2020, regular Finance Committee meeting agenda as presented. Councilor Roebuck was the second. A voice vote was unanimous, and the motion passed 4-0.

APPROVAL OF MINUTES

Councilor Roebuck moved to approve the March 5, 2020 regular Finance Committee meeting minutes as presented. Councilor Kennard was the second. A voice vote was unanimous, and the motion passed 4-0.

NON-ACTION ITEMS

Information Reports: Reports were included in the agenda packet. Ms. Garcia went over the reports and referred Councilors to department staff to answer questions.

IT Update: Mr. Bechtel discussed IT upgrades, Windows and cancelled trainings for IT staff.

Property Update: Mr. Morris discussed property with prospective bidder, AO Smith.

Audit Update: Mr. Neeb discussed the audit for the Roswell Chamber of Commerce. The incoming President is Andrea Moore.

Investments Update: Ms. Garcia discussed updates on city investments.

ACTION ITEMS

Resolution 20-XX Monthly Budget Amendment: Ms. Garcia presented the request for Resolution 20-XX to amend the FY2020 approved budget. Ms. Garcia provided an amended copy during the meeting. The amendment included:

- Fund 1101 (General Fund) revenues \$7091, expenses \$7091
 - Received Donation for the Planetarium \$5000
 - Received Damage Claim for Parks Vehicle \$2,091
- Fund 2601 (Capital Improvement Fund) revenues \$9,454, expenses \$9,454

- Damage Claims Received \$9,454
- Fund 5100 (Air Center Fund) revenues \$2,000,000, expenses \$2,000,000
 - Received FAA Grant; and

The amendment to the FY2020 approved budget is \$2,016,545 in revenue and \$2,016,545 in expense. Councilor Stubbs moved to send to full City Council on the consent agenda approval of Resolution 20-XX amending the FY2020 approved budget by increasing revenue and offsetting expenses in three funds. Councilor Roebuck was the second. A voice vote was unanimous, and the motion passed 4-0.

Resolution 20-XX Establishing Special Revenue Fund 6100: Ms. Garcia presented the Resolution 20-XX to establish a new revenue fund for Internal Services (Fund 6100). The city desires to create a new Internal Service Fund (6100) for the purpose capturing the cost of providing certain goods and services, and, in doing so, will provide council, management and staff better information of the expenditures and revenue of grants.

The Resolution establishes Special Revenue Fund 6100. Councilor Stubbs moved to send to full City Council on the consent agenda Resolution 20-XX adopting a new fund for internal services (6100). Councilor Roebuck was the second. A voice vote was unanimous, and the motion passed 4-0.

Resolution 20-XX Boundaries for MainStreet Roswell: Mr. Morris presented a request to confirm the official boundaries of MainStreet Roswell. An additional area is being proposed for addition to the southeast part of the existing MainStreet boundaries in order to allow for new projects to be pursued here.

Councilor Roebuck moved to send to full City Council on the consent agenda approval with the recommendation to pass adoption of Resolution 20-XX confirming the boundaries for MainStreet Roswell. Councilor Kennard was the second. A voice vote was unanimous, and the motion passed 4-0.

Resolution 20-XX Expanding Boundaries for Railroad District: Mr. Morris presented the request to expand the existing boundaries of the Railroad District Metropolitan Redevelopment District (MRA). The expansion of the MRA is intended to facilitate additional redevelopment opportunities in that district.

Councilor Stubbs moved to send to full City Council on the consent agenda approval of Resolution 20-XX modifying the boundaries for the Railroad District Metropolitan Redevelopment District. Councilor Roebuck was the second. A voice vote was unanimous, and the motion passed 4-0.

Request – Property Disposal of Fixed Assets: Ms. Garcia presented a Request for the Disposal of Fixed Assets according to Section 13-6-1 and 13-6-2 NMSA 1978. The city is requesting the disposition of obsolete, worn-out or unusable items by an advertised auction on May 16, 2020. This includes providing a list to a committee with their signed approval and a letter to Brian S. Colon, Esq., State Auditor for the State of New Mexico. Councilor Stubbs moved to amend the list of Fixed Asset Disposals to include, from the Parks Department, the Rocket Slide from the Zoo. Councilor Roebuck was the second. The motion amendment failed 1-3 in a voice vote.

Councilor Stubbs moved to approve the letter sent by the City Clerk to the State Auditor regarding the FY2020 Fixed Asset disposal list, as well as the letter signed by each member of the finance committee from the Committee Chair to the State Auditor for the state of New Mexico. Councilor Roebuck was the second. A voice vote was unanimous, and the motion passed 4-0.

PUBLIC PARTICIPATION

Mr. Neeb discussed that the city is still working on the technology necessary for the public to ask questions from home at future meetings. He noted that, because the public can still view the meetings, comments can be sent via phone, email, or text message. These comments will be presented to City Council for consideration at their meeting in April. In the future, the public will be able to participate in Committee meetings via GoToMeetings. This Committee meeting was streamed on YouTube and Facebook Live.

Mr. Neeb discussed plans to have updated budget projections for the remainder of FY2020 and for FY2021 within the next two weeks. He noted that circumstances keep changing and that the effects of current social and financial restrictions will not be clearly seen until July.

Mr. Neeb discussed plans for July 1, 2020 to be the “Grand Reopening” of the City of Roswell. Most city events planned between the present and July 1 will be cancelled or rescheduled.

Councilor Henderson presented Councilor elect Perry with a copy of the current budget.

ADJOURN

The meeting adjourned at 9:06 a.m.