

**Special Finance Committee Meeting  
City Hall – Large Conference Room  
425 N. Richardson  
Thursday, July 21, 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 9:01 a.m. with Chairman Corn presiding; Councilors Foster, Heldenbrand, and Perry present.

Staff present: Joe Neeb, Juan Fuentes, Janie Davies, Mike Mathews, Scott Stark, Stephen Christopher, Chanel Rey, Louis Najar, Lorenzo Sanchez, Deanna Garcia, Renee Trujillo, Justin Holcombe, Gabe Han, Jeff Bechtel, Kevin Wilson (via GoToMeeting), Amanda Davis

Guests present: Mayor Tim Jennings, Councilor Jeanine Best, Councilor Savino Sanchez, Councilor Cristina Arnold, Councilor Juliana Halvorson, Rita Kane-Doerhoefer (via GoToMeeting), Juno Ogle (Roswell Daily Record), Vicki Burress (via GoToMeeting)

**APPROVAL OF AGENDA**

Councilor Heldenbrand moved to approve the July 21, 2022 Special Finance Committee Meeting agenda. Councilor Foster was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**ACTION ITEMS**

Consideration of Resolution 22-XX Final Budget Adjustments for FY22 Budget: Ms. Rey and Ms. Davies presented the year-end budget adjustments for fiscal year 2022 ending June 30, 2022 required by the State of New Mexico Department of Finance and Administration (DFA) to be submitted by July 31<sup>st</sup> and discussed questions from the committee. Councilor Foster moved to send to the full City Council Special Meeting for approval Resolution 22-XX Final Budget Adjustments for FY22 Budget. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consideration of Resolution 22-XX approving the June 30, 2022 (4<sup>th</sup> Quarter) DFA Financial Report: Ms. Rey and Ms. Davies presented the FY22 4<sup>th</sup> Quarter Report to be submitted to DFA including the ending cash balance of \$57,276,899.00 that will be incorporated into the FY23 final budget. Councilor Foster moved to send to the full City Council Special Meeting for approval Resolution 22-XX approving the June 30, 2022 (4<sup>th</sup> Quarter) DFA Financial Report. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consider approval of Resolution 22-XX certification of correctness of the physical inventory of assets for FY 2022: Ms. Garcia presented the physical inventory of assets for FY 2022, which is required by subsection A of Section 12-6-10 NMSA to be

approved for correctness by the City Council. Councilor Foster moved to send to the full City Council Special Meeting for approval Resolution 22-XX certification of correctness of the physical inventory of assets for FY 2022 included in Exhibit A. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

Consideration of Resolution 22-XX adopting and approving a Final Budget for the City of Roswell for the Fiscal Year ending June 30, 2023: Ms. Davies and Mr. Fuentes presented the Final Budget for the City's fiscal year ending June 30, 2023. Staff members discussed questions from the committee and councilors.

**MOTION:** Councilor Heldenbrand moved to increase the General Fund fuel costs by \$130,323 in addition to the departments' budgets. Councilor Foster was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to transfer \$43,730.82 from the Wastewater ending cash balance over to the Water Fund. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to transfer \$11,303.39 out of the General Fund cash balance and transfer it to the Golf Fund for fuel. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to increase the remaining departments' fuel budgets to 133% of 2022's actuals. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to add to the budget \$112,000 for Facilities, using up all the cash reserves in the General Fund and making the extra needs come out of the Reserve Fund. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to accept the new TSA position and new janitorial position at the Roswell Air Center (RAC) as an expense of \$177,807 to be added to the RAC budget. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to accept \$453,000 as revenue coming from the federal government to the RAC budget. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**FOR THE RECORD:** Chairman Corn called a recess at 11:24 a.m. and the meeting resumed at 11:36 a.m.

**MOTION:** Councilor Foster moved to add Spring River Trail Phase 2 for \$236,000 and Trail Connection for \$225,000 to the 2601 Fund and fund the City's matching 15%. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**FOR THE RECORD:** Councilor Perry left the meeting and joined via GoToMeeting at 11:57 a.m.

**MOTION:** Councilor Foster moved to reopen the FY22 Road Fund purchase order for no more than \$12,000 for repair of the street sweepers. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to reinstate the purchase order for the Country Club 4-lane study with Frank X Spencer engineering for \$48,000. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to add to the Road Improvements budget for assistance from economic development at 3<sup>rd</sup> St. and Sequoia - \$100,000, and 2<sup>nd</sup> St. and Virginia - \$55,000 from the balance of the Road Fund. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to add \$1,000,000 to the Road Fund for hot recycling and micro-surfacing using the balance from the cash fund and the rest from the Capital Improvement Fund. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to pull \$75,000 from the Wastewater cash balance and put it in the Water Fund for Change Order #3 on the Atkinson project. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to reopen the purchase order for Wastewater's purchase of a new pickup for \$32,819. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**MOTION:** Councilor Foster moved to send the adjusted Final Budget for the City of the Roswell for the Fiscal Year Ending June 30, 2023 with all amendments made today for approval to the Special City Council meeting on Tuesday, July 26. Councilor Heldenbrand was the second. A voice vote was as follows: Robert Corn-yes, Ed

Heldenbrand-yes, Barry Foster-yes, Jason Perry-yes and the motion passed unanimously 4-0.

**PUBLIC PARTICIPATION**

The Committee discussed upcoming Special Finance Committee meetings to discuss the City's enterprise funds.

**ADJOURN**

The meeting adjourned at 12:52 p.m.