

1 **Regular Meeting of the Finance Committee**
2 **Held at the Roswell Convention Center**
3 **Thursday, October 1, 2020**

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

7
8 **ROLL CALL**

9 The meeting convened at 9:03 a.m. with Chairman Perry presiding; Councilors
10 Oropesa, Roebuck and Kennard being present.

11
12 Staff present: Juan Fuentes, Chanel Rey, Steven Martinez, Mike Mathews, Juanita
13 Jennings, Stephanie Mervine, Marcus Gallegos, and Abraham Chaparro

14
15 Guests present: Mayor Kintigh, Councilor Stubbs, Steve Henderson, Michael Espiritu,
16 and Rita Kane-Doerhoefer

17
18 **APPROVAL OF AGENDA**

19 Councilor Kennard moved to approve the October 1, 2020, regular Finance Committee
20 meeting agenda. Councilor Roebuck was the second. A voice vote was 3-1, and the
21 motion passed with Councilor Oropesa voting no.

22
23 **APPROVAL OF MINUTES**

24 Councilor Roebuck moved to approve the August 6, 2020 and September 3, 2020
25 meeting minutes and Councilor Kennard was the second. A voice vote was unanimous,
26 and the motion passed 4-0.

27
28 **PRESENTATION**

29 Former City Councilor Steve Henderson was recognized for his years of service with the
30 City of Roswell and was presented with a plaque.

31
32 **NON-ACTION ITEMS**

33 Information Reports:

34 *GRT Update:* Juan Fuentes presented information on the GRT report.

35
36 *Lodgers' Tax Update:* Stephanie Mervine presented information on the Lodgers' Tax
37 report.

38
39 **ACTION ITEMS**

40 Discussion and consideration approval of Resolution 20-XX Accepting CARES Act
41 Awards for New Mexico Small Business Continuity Grants: Mr. Fuentes and Mr. Espiritu
42 presented the item which would allow a partnership with RCCEDC for services in
43 furtherance of the CARES Act award and allow the City Manager and/or a designee to
44 take all necessary steps and actions including executing partnership agreements to
45 expend the awarded amount before December 30, 2020. The City received \$1,351,000
46 for Small Business Grants and is being assisted by the EDC in administering the funds

1 to local businesses. Councilor Kennard moved to recommend to full City Council for
2 approval of Resolution 20-XX Accepting CARES Act Awards for New Mexico Small
3 Business Continuity Grants. Chairman Perry was the second. A voice vote was 3-0 and
4 the motion passed with Councilor Roebuck abstaining from the vote due to his own
5 business requesting funds through the grant.

6
7 Consider recommending to City Council Resolution 20-XX Budget Adjustments for
8 FY21 Budget: Ms. Rey presented the budget amendments to account for money
9 received that was not budgeted for, including the CARES Act grant.

10 Councilor Roebuck moved to approve to send to full City Council on the consent
11 agenda Resolution 20-XX Budget Adjustments for FY21 Budget. Councilor Kennard
12 was the second. A voice vote was unanimous, and the motion passed 4-0.

13
14 Discussion and consider approval of Resolution 20-XX Roswell Recreation Department
15 fee schedule. Mr. Gallegos presented the proposed admission and program fees for the
16 Recreation & Aquatic Center and Adult Center and answered questions from the
17 committee. Councilor Kennard moved to send to full City Council for approval of
18 Resolution 20-XX Roswell Recreation Department fee schedule. Councilor Roebuck
19 was the second. A voice vote was unanimous and the motion passed 4-0.

20
21 Discussion and consideration approval of Resolution 20-XX Advertising Fees for
22 Transit, Air Center and City Marquees: Ms. Jennings presented the proposed fees for
23 displaying advertisements at various City locations. Councilor Kennard moved to send
24 to full City Council on the consent agenda the approval of Resolution 20-XX Advertising
25 Fees for Transit, Air Center and City Marquees. Councilor Roebuck was the second. A
26 voice vote was unanimous and the motion passed 4-0.

27
28 Discussion and consideration approval of Resolution 20-XX Special Event Fees: Ms.
29 Jennings presented the proposed fee schedule for equipment use, staff and other
30 services associated with special events and answered questions asked by the
31 committee with Mr. Gallegos. Councilor Roebuck moved to recommend to full City
32 Council for approval of Resolution 20-XX Special Event Fees with the following change:

- 33
34 • In Section 5: Strike “this resolution shall become effective Monday October 12,
35 2020 upon approval of City Council” and replace with “this resolution shall
36 become effective upon approval of City Council and signature of the Mayor of
37 Roswell”.

38
39 Councilor Kennard was the second. A voice vote was 2-2, with Councilors Perry and
40 Oropesa voting no.

41
42 Councilor Roebuck moved to send the item to full City Council without recommendation
43 from the committee with the noted corrections. Councilor Kennard was the second. A
44 voice vote was unanimous and the motion passed 4-0.

1 FOR THE RECORD: Chairman Perry noted that that is the appropriate way for moving
2 things forward if a 2-2 split occurs.

3
4 Consider approval to award the recommendation for RFP 20-008 to GroundWorks
5 Studio for the preparation of a concept and engineering plans, fabrication and install for
6 the City of Roswell Wayfinding System: Ms. Jennings presented the item. There were
7 five proposals received on August 18, 2020 to provide services in assisting the city with
8 developing construction-ready documents for 80 wayfinding opportunities and include
9 fabrication and installation. It is the Evaluation Committee's recommendation to award
10 the project to GroundWorks Studio. Councilor Roebuck moved to recommend to full City
11 Council on the consent agenda the approval to award the recommendation for RFP 20-
12 008 to GroundWorks Studio for the preparation of a concept and engineering plans,
13 fabrication and install for the City of Roswell Wayfinding System. Councilor Kennard
14 was the second. A voice vote was 3-1 and the motion passed with Councilor Oropesa
15 voting no.

16
17 Consider recommending to City Council to reinstate the step increases for city staff: Mr.
18 Fuentes presented the request to reinstate step increases for supervisory positions and
19 up at an estimated cost of \$118,000. Majority of the increase will be covered from the
20 savings on FY21 insurance premiums and reallocation of existing funds. Councilor
21 Roebuck moved to send to full City Council on the consent agenda to reinstate the step
22 increases for city staff. Councilor Kennard was the second. A voice vote was
23 unanimous, and the motion passed 4-0.

24
25 **PUBLIC PARTICIPATION**

26 Ms. Kane-Doerhoefer spoke regarding health concerns and the amount of custodial
27 staff employed by the City, as well as the landfill scale house attendant position and
28 recycling job duties listed. She noted that the Walk for Hope cancelled with the City, but
29 will be occurring the upcoming Friday on the courthouse lawn.

30
31 **ADJOURN**

32 The meeting adjourned at 10:54 a.m.