



**CITY OF ROSWELL
GENERAL SERVICES COMMITTEE AGENDA**

Wednesday, March 22, 2017 at 3:00 p.m.
City Hall Conference Room
425 N. Richardson Ave., Roswell, NM 88202

Committee Chair: Tabitha Denny
Committee Vice Chair: Natasha Mackey
Committee Members: Steve Henderson, Art Sandoval
Staff Coordinator: Elizabeth Stark-Rankins

A. Call to Order

B. Roll Call

C. Approval of the Agenda

D. Approval of Minutes

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| 1. January 25, 2017 Meeting Minutes | 1-2 |
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E. Non-Action Items

- | | |
|---|-----|
| 1. Nancy Lopez Golf Course at Spring River RFP Update | 3 |
| 2. Draft Program Schedule for Roswell Recreation Center | 4-6 |
| 3. Ordinance for Definition of Roles for Governing Body and Senior Administration | 7-9 |

F. Action Items

None

G. Public Participation

H. Adjourn (Next Meeting: April 26, 2017)

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. The Council, acting as attendees to an informational presentation, will not be discussing public business and no action will be taken.

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed. Printed and posted: 3-17-17

**Regular Meeting of the General Services Committee
Held in the Conference Room at City Hall
January 25, 2017**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

ROLL CALL

The meeting convened at 3:30 p.m. with Chair Denny presiding; Councilors Henderson and Sandoval present. Councilor Mackey was absent.

Staff present: Elizabeth Stark-Rankins, Caleb Martinez, Tim Williams, Bill Morris, Paula Hertwig-Hopkins and Ruben Sanchez.

Guest present: Jimmy Masters, Jeff Tucker, Vanessa Busseu, John Mulcahy, Jacob Roebuck, Michael McGee and Blake Ingram.

C. APPROVAL OF AGENDA

Councilor Sandoval moved to approve the January 25, 2017 Regular General Services Committee meeting agenda as presented. Councilor Henderson was the second. A voice vote was 3-0 and the motion passed with Councilor Mackey being absent.

D. APPROVAL OF MINUTES

1. Councilor Sandoval moved to approve the General Services Committee meeting minutes from November 30, 2016. Councilor Henderson was the second. A voice vote was 3-0 and the motion passed with Councilor Mackey being absent.

E. NON-ACTION ITEMS

1. Convention Center Trash Handling-Ruben Sanchez discussed the vendor's responsibilities of closing of the events, to pick up the decorations, table cloths, trash and disposing of the trash. Mr. Sanchez discussed the Convention & Civic Center policy and pricing. Only license vendors are allowed to use their kitchen.

2. BLM Trail Extension Project Review- Bill Morris stated that the BLM and the Department of Health contacted the City in reference to the development of a new trail to Bitter Lakes National Wildlife Refuge. Mr. Morris discussed the trail route. Jimmy Masters from The Department of Health discussed the availability of federal money for federal lands. Mr. Masters wanted to ensure they are going through proper channels for the development of trail.

3. Christmas Railway Post-Event Review- Elizabeth Stark-Rankins discussed the success of the Christmas Railway Post- Event estimated attendance, hours, and the budget impact. Ms. Stark-Rankins stated the Christmas Railway was an event held by Roebuck Entertainment at the

Spring River and Zoo over the holiday season. The Christmas Railway Post-Event was the first type of event to be held. Joe Roebuck discussed the sales and improvements plans to make at the next Christmas Railway Event.

F. REGULAR ACTION ITEM

1. FilmRoswell Support Resolution 17-03 -Elizabeth Stark-Rankins stated that FilmRoswell is a newly created board that supports the film industry efforts in the City of Roswell. It is an external entity that was formed by the Roswell-Chaves County Economic Development Corporation. It supports the economic development efforts in Roswell by bringing in outside groups to work and hire people in Roswell on a short-term basis for filming needs. Ms. Stark-Rankins stated that because the movie “Astro” was filmed in Roswell he City has seen more activity. Councilor Henderson moved to approve the FilmRoswell Support Resolution 17-03. Councilor Sandoval was the second. A voice vote was 3-0 and the motion passed with Councilor Mackey being absent.

G. PUBLIC PARTICIPATION

None

H. ADJOURNED

The meeting adjourned at 4:31 p.m.

DRAFT

CITY OF ROSWELL
General Services Committee
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Wednesday, March 22, 2017 at 3:00 p.m.

ACTION REQUESTED: Golf Course RFP Update

BACKGROUND: The second round of the Nancy Lopez Golf Course at Spring River RFP for operations of the pro shop is still underway. The site visit for interested submitters took place on March 8 and the questions asked by the deadline were responded to in the second addendum of the RFP which is currently available online.

The submission deadline is March 28 at 2PM. From there, the review committee will evaluate the submissions, rank them, and present a submitter for approval by the Council. The next operations contract will begin October 1. The current contractor's agreement was extended to cover this time. This will allow for minimal disruption during the high season at the facility.

**FINANCIAL
CONSIDERATION:** Not applicable.

LEGAL REVIEW: Not applicable.

**BOARD AND
COMMITTEE ACTION:** Not applicable.

**STAFF
RECOMMENDATION:** Not applicable.

CITY OF ROSWELL
General Services Committee
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425 N. Richardson, Roswell, NM 88202
Wednesday, March 22, 2017 at 3:00 p.m.

ACTION REQUESTED: Draft Program Schedule for Roswell Recreation Center

BACKGROUND: Included in this packet is an initial programming schedule for the Roswell Recreation Center. This is an initial plan drawn up by the Recreation Department's staff. In working to create this, several communities were researched to reference for the general scheme of this program. These communities include Santa Fe, Artesia, Las Vegas, NM, Phoenix, and several others.

Next steps for this process will include incorporating the aquatic side of the facility and the programs to be held. Staff will also plan to hold several public meetings and collect public comments with regard to the programming planned.

FINANCIAL CONSIDERATION: A fee schedule will need to be determined to go along with Recreation programs. This will be a later phase to the process.

LEGAL REVIEW: Not applicable.

BOARD AND COMMITTEE ACTION: Review and discuss draft program schedule for the Roswell Recreation Center.

STAFF RECOMMENDATION: Not applicable.

Program Schedule for Roswell Recreation Center

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GYMNASIUM SCHEDULE

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00am	Open Gym	Walking Class Pickle Ball-1/2 Gym Toddler Sports- ½ Gym	Special Populations	Walking Class Badmitton-1/2 Gym Toddler Sports- ½ Gym	Walking Class Pickle Ball-1/2 Gym Mom & Me sports	Walking Class Open Gym	Sports League Play
12:00pm		Shuffle Board- ½ Gym Open Gym- ½ Gym		3 on 3 Basketball ½ Gym Open Gym- ½ Gym	Shuffle Board-Gym Open Gym- ½ Gym	3 on 3 Basketball ½ Gym Open Gym – ½ Gym	
1:00pm		Table Tennis - ½ Gym Open Gym-1/2 Gym		Table Tennis-1/2 Gym Open Gym- ½ Gym	Table Tennis – ½ Gym Open Gym- ½ Gym	Badmitton-1/2 Gym Open Gym- ½ Gym	
2:00pm		HOME SCHOOL PE		HOME SCHOOL PE	HOME SCHOOL PE	OPEN GYM	
3:00pm		AfterSchool Program Indoor Sports Camp (tennis,volleyball, basketball)		AfterSchool Program Indoor Sports Camp (tennis,volleyball, basketball)	AfterSchool Program Open Gym-- ½ Gym	AfterSchool Program Open Gym-- ½ Gym	
4:00pm							
5:00pm		Sports League Play Basketball, Volleyball, Dodge Ball	Sports League Play Basketball, Volleyball, Dodge Ball	Open Gym ½ court 3 on 3 Basketball	Sports League Play Basketball, Volleyball, Dodge Ball	Sports League Play Basketball, Volleyball, Dodge Ball	
6:00pm							
7:00pm							
8:00pm							
9:00pm							

FITNESS ROOM CLASS SCHEDULE

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00am	No classes	Stretch & Tone	Stretch & Tone	Stretch & Tone	Stretch & Tone	Stretch & Tone	Aerobics
11:00am		Yoga/Meditation	Pilates	Yoga/Meditation	Pilates	Yoga	
12:00pm		Aerobics	Zumba	Aerobics	Zumba	Aerobics	
1:00pm		Sr. Aerobics	Sr. Aerobics	Sr. Aerobics	Sr. Aerobics	Sr. Aerobics	
2:00pm		Low Impact Aerobics	Low Impact Aerobics	Low Impact Aerobics	Low Impact Aerobics	Low Impact Aerobics	
3:00pm		Mom & Me Stretching	Toddler Tumbling	Mom & Me Stretching	Toddler Tumbling		
4:00pm		Tumbling/Jazz	Ballet	Tumbling/Jazz	Ballet		
5:00pm		Circuit Training	Self Defense	Circuit Training	Self Defense	Circuit Training	
6:00pm		Adv. Aerobics	Zumba	Adv. Aerobics	Zumba	Adv. Aerobics	

MULTI PURPOSE ROOM CLASS SCHEDULE

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00am	No classes	Preschool Music Class	Preschool Art Class Mom's Day Out	Preschool Music Class	Preschool Art Class Mom's Day Out	Ceramics	Gardening
11:00am		Arts & Crafts Connection	Senior Social Hour Book Club	Arts & Crafts Connection	Senior Social Hour Book Club	Arts & Crafts Connection	Digital Photo
12:00pm		Mah Jong /Dominos Darts	Bridge	Mah Johng/Dominos Darts	Bridge	Board Games	
1:00pm		GED Classes Tutoring	English as 2 nd Lang. Nutrition 101/ Eating Healthy	GED Classes Tutoring	English as 2 nd Lang. Nutrition 101/Eating Healthy	Open Tutoring	
2:00pm							
3:00pm		Afterschool Program Music Class-Piano, Violin, etc.	Crafting Made Fun	Afterschool Program Music Class-Piano, Violin, etc.	Crafting Made Fun	Afterschool Program	
4:00pm							
5:00pm		Digital Photography Scrapbooking	Gardening Made Simple	Digital Photography Scrapbooking	Gardening Made Simple	Intro to Calligraphy	
6:00pm -9:00pm		Teen Club/Teen Activities	Teen Club/Teen Activities	Teen Club/Teen Activities	Teen Club/Teen Activities		

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Wednesday, March 22, 2017 at 3:00 p.m.

ACTION REQUESTED: Ordinance for Definition of Roles for Governing Body and Senior Administration

BACKGROUND: Ordinance was requested by Councilor Mackey to help more clearly define the roles of the Mayor, City Council, and senior administrative staff.

FINANCIAL CONSIDERATION: Not applicable.

LEGAL REVIEW: The draft version was compiled by the City Attorney although future changes will need to be reviewed.

BOARD AND COMMITTEE ACTION: This is a non-action item. Review and discuss Ordinance xx-xx.

STAFF RECOMMENDATION: Not applicable.

DRAFT ORDINANCE __-__

AN ORDINANCE OF THE CITY OF ROSWELL DEMARCATING THE DUTIES OF THE GOVERNING BODY AND THE ADMINISTRATIVE STAFF

WHEREAS, the Governing Body believes that the efficient and effective pursuit of the goals of the City depend on clearly established duties and roles for the Governing Body and Administrative Staff; and

WHEREAS, the Governing Body desires to definitively articulate those roles and duties;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1. The Roswell City Code is hereby amended and modified as follows:

A. Sec 2-22. "Governing Body Not to Act as Administrative Authority" is added to read that

"(a) Neither the mayor, council nor individual councilors shall in any manner usurp the administrative authority of the city manager set forth in this Code. Further no member of the governing body shall interfere with personnel matters, union negotiations, nor discuss pending legal issues/litigation with adverse parties or their attorneys in any legal action involving the City unless formally delegated by the governing body.

(b) Any member of the governing body who knowingly or willfully violates the provisions of Paragraph A may be guilty of malfeasance under NMSA 1978, Section 3-10-7."

B. Sec. 2-82 "Interim City Manager" is added to read that:

"Any person appointed to serve as interim city manager shall exercise the same powers as a permanent city manager."

SECTION 2. All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

SECTION 3. If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 4. This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED the ____ day of May, 2017.

CITY SEAL

Dennis Kintigh, Mayor

ATTEST: _____
Sharon Coll, City Clerk

Underscoring indicates addition to existing Code section.
~~Strike through~~ indicates delete of an existing Code section.

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