CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES
1. Consider approval of the April 22, 2020 meeting minutes. Page 3

ACTION ITEMS
3. Termination of RFP 20-003 – RTF Facility Sale Page 11
4. Award ITB 20-010; E. 5th St. Sewer Rehab Project Phase II Page 13

NON-ACTION ITEMS
5. Boys & Girls Club Interim Activities at the Roswell Recreation and Aquatic Center. Page 16

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS
7. Roswell Public Library Page 18
11. Parks Department Page 25
12. Cemetery Department Page 26
13. Golf Course Page 27
14. Zoo Page 28

PUBLIC PARTICIPATION

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 20-26. 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: 05-22-20
ADJOURN

(Next Meeting: June 24, 2020 at 4:30 p.m.)

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TO ATTEND THE GENERAL SERVICES COMMITTEE MEETING BY GO-TO-MEETING

General Services
Wed, May 27, 2020 4:00 PM - 6:30 PM (MDT)

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Regular Meeting of the General Services Committee
Held in the Conference Room at City Hall
April 22, 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 4:30 p.m. by Chair Foster with Councilors Best, Moore and Oropesa present.

Staff Present: Mike Mathews, Marcus Gallegos, Caroline Brooks, Enid Costley and Juan Saenz.

APPROVAL OF AGENDA
Councilor Oropesa moved to approve the April 22, 2020 regular General Services Committee meeting agenda as presented. Councilor Best was the second. A voice vote was 3-0 and the motion passed.

APPROVAL OF MINUTES
1. Councilor Oropesa moved to approve the General Services Committee meeting minutes for January 22, 2020. Councilor Best was the second. A voice vote was 3-0 and the motion passed.

ACTION ITEM(S)
2. Consider recommending to full Council approval of the Roswell Public Library Strategic Plan for 2020 to 2023. Enid Costley presented a PowerPoint presentation on the Public Library Strategic Plan covering three areas of improvement: Service Goals, Building Improvements and Management of the Roswell Public Library. Councilor Best moved to recommend approval and place on consent agenda for the City Council. Councilor Moore was the second. A voice vote was 4-0 and the motion passed.

NON-ACTION ITEM(S)
3. Boys & Girls Club Interim Activities at the Roswell Recreation and Aquatic Center. Marcus Gallegos provided an update on the discussions between Boys & Girls Club of Chavez & Lincoln Counties and his team to host the B&C Club for their summer program in 2020. Tim Coughlin, President & CEO, provided a brief overview of the need and proposed use of the facility while the Boys & Girls Club building is under renovation. The next step would be to develop an agreement between both parties for use of the center for the summer programs.
CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS
  4-11. There were no questions presented to staff.

PUBLIC PARTICIPATION
  None

ADJOURNED
  The meeting adjourned at 5:23 p.m.
ACTION REQUESTED:
Consider approval the Adoption of the Interlibrary Loan Code for the United States for the Roswell Public Library

BACKGROUND:
Initiated by: Enid Costley

In 2020, the Roswell Public Library cancelled cataloging services with the vendor OCLC. As a result, our records with OCLC have not been updated and OCLC will not provide an interlibrary loan module to the Roswell Public Library after June 30, 2020. The alternative is to use the ILLiad Interlibrary Loan System through the New Mexico State Library. To participate in ILLiad Interlibrary Loan System, Roswell Public Library must agree to the Interlibrary Loan Code for the United States. A copy of the Interlibrary Loan Code for the United States is attached with explanatory statements.

Interlibrary Loan Service is considered a basic service for New Mexico Public Libraries. Basic services are provided free to the public and are required to be considered a public library in New Mexico. Providing basic library services is required to receive State Aid Funds.

FINANCIAL CONSIDERATION:
There are no new costs to us to use the ILLiad Interlibrary Loan System. The ILLiad Interlibrary Loan System is offered free to public libraries in New Mexico who do not have subscribe to OCLC services. We already pay postage when sending items to a library for the items we are loaning. We also pay the postage to items, which we return to a loaning library. We use State Aid Funds to pay for the postage for Interlibrary Loan items.

LEGAL REVIEW:
The City Attorney has reviewed the Interlibrary Loan Code for the United States on May 20th.

BOARD AND COMMITTEE ACTION:
The Roswell Public Library Board of Trustees has not met to discuss the adoption of the Interlibrary Loan Code for the United States. This abstract and a copy of the code have been sent to the members of the Roswell Public Library Board of Trustees for their comment.

STAFF RECOMMENDATION:
Approve the adoption of the Interlibrary Loan Code for the United States

ATTACHMENTS
ATT 1 - Interlibrary Loan Code for the United States.
Interlibrary Loan Code for the United States


Download ALA Interlibrary Loan Request Form (Fillable PDF).

The Interlibrary Loan Code below is accompanied by clarifying text from the Explanatory Supplement in the box insets. The supplementary material is intended to amplify specific sections of the official Code, providing fuller explanation and specific examples for text that is intentionally general and prescriptive. Libraries are expected to comply with the Code, using the Supplement as a source for general direction.

Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code, recognizes that the sharing of material between libraries is a core library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.

From the Explanatory Supplement:
The U.S. Interlibrary Loan Code, first published in 1917 and adopted by The American Library Association in 1917, is designed to provide a code of behavior for requesting and supplying material within the United States. The code is intended to be adopted voluntarily by U.S. libraries and is not enforced by an oversight body. However, as indicated below, supplying libraries may suspend service to requesting libraries that fail to comply with the provisions of this code.

This interlibrary loan code describes the responsibilities of libraries to each other when requesting material for users. Technology has expanded access options beyond traditional library-to-library transactions, including unmediated requests and direct-to-user delivery. This code makes provision for such options while at the same time affirming the responsibility of the patron's library for the safety and return of the borrowed material, or for paying the cost of a non-returnable item sent directly to the patron.

The Interlibrary Loan Code reflects established practices. However, libraries and other information centers are encouraged to explore and use non-traditional means when available to ensure maximum accessibility and convenience for users.

1.0 Definitions

1.1 Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

From the Explanatory Supplement:
In this code, “Interlibrary Loan” refers to transactions between two libraries. Transactions between libraries and commercial document suppliers or library fee-based services are contractual arrangements beyond the scope of these guidelines.

The terms “requesting library” and “supplying library” are used in preference to “borrowing” and “lending” to cover the exchange of copies as well as loans.

1.2 In this code, “material” includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library. Interlibrary loan is primarily intended to provide a requesting individual with a physical loan of a defined duration or a non-returnable copy or scan from another library.

From the Explanatory Supplement:
Interlibrary loan (ILL) is intended to complement rather than to substitute for good library collections built and managed to meet the routine needs of local library users. ILL is based on a tradition of sharing resources between various types and sizes of libraries and the belief that no library, regardless of its size or budget, is completely self-sufficient. When policy and circumstances warrant, interlibrary loan may also be used to obtain materials that are owned by the local library but which are not available because they are damaged, missing, or checked out. Though some libraries are net borrowers (borrow more than they lend) and others are net lenders (lend more than they borrow), the system of interlibrary loan rests on the belief that all libraries have something to contribute and should be willing to lend if they are willing to borrow.

3.0 Scope

3.1 This code regulates the exchange of material between libraries in the United States.

From the Explanatory Supplement:
Domestic Transactions
This code is intended to provide guidelines for exchanges between libraries in the United States when no other agreement applies. The code does not override individual or consortial agreements or regional or state codes which may be more liberal or more prescriptive.

The interlibrary loan of special collections materials is regulated by the Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials (2012) by the American Library Association and Association of College and Research Libraries, Rare Books and Manuscripts Section.

3.2 United States libraries are encouraged to engage in interlibrary loan with libraries in other countries. International transactions are governed by the International Federation of Library Associations and Institutions.

From the Explanatory Supplement:
International Transactions
The conduct of international interlibrary loan is regulated by the rules set forth in the International Federation of Library Associations and Institutions (IFLA) document "International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure (2009)."

Although the U.S. shares a common border with Canada and Mexico, it is important to remember that these countries have their own library infrastructures and practices. The IFLA Principles and Guidelines regulate the exchange of material between institutions across these borders. Further, U.S. librarians would be wise to inform themselves of customs requirements that take precedence over library agreements when material is shipped across these national borders.
4.0 Responsibilidades del Requesting Library

4.1 Establish, promptly update, and make available an interlibrary borrowing policy.

From the Explanatory Supplement:
Written Policies
A library’s interlibrary borrowing policy should be available in a written format and readily accessible to all library users. Whenever possible the borrowing policy should be posted on the library’s Web site.

4.2 Ensure the confidentiality of the library user.

From the Explanatory Supplement:
Confidentiality
ILL staff should adhere to the American Library Association’s Code of Ethics (2008), specifically principle III, that states: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

Interlibrary loan transactions, like circulation transactions, are confidential library records. Interlibrary loan personnel are encouraged to be aware of local/state confidentiality rules and laws as they relate to interlibrary loan transactions. Requesting libraries are discouraged from including a user’s name on a request submitted to a supplier. If individually identifying information is needed on a request, appropriate steps, such as using identification numbers or codes rather than users’ names, should be taken to maintain confidentiality.

Policies and procedures should be developed regarding the retention of ILL records and access to this information. ILL personnel should also be aware of privacy issues when posting requests for assistance or using ILL requests as procedural examples. See the following documents from the American Library Association’s Office for Intellectual Freedom: Policy concerning Confidentiality of Personally Identifiable Information about Library Users (2004) and Confidentiality and Coping with Law Enforcement Inquiries: Guidelines for the Library and its Staff (n.d.).

4.3 Describe completely and accurately the requested material following accepted bibliographic practice.

From the Explanatory Supplement:
Complete Bibliographic Citation
A good bibliographic description is the best assurance that the user will receive the item requested. Rather than detail these descriptive elements, the code requires the requesting library to include whatever data provides the best indication of the desired material, whether an alphanumeric string or an extensive bibliographic citation. The important point is that this description be exact enough to avoid unnecessary work on the part of the supplier and frustration on the part of the user.

4.4 Note any special requirements regarding the format needed, specified shipping address, or use to be made of the material on the request sent to potential supplying libraries.

From the Explanatory Supplement:
Special Requirements
Because returnable materials borrowed via interlibrary loan are traditionally intended for individual use of a defined duration, the requesting library should communicate with the supplying library in advance if the material is needed for other uses, such as course reserves, classroom or other group viewing of audio-visual material, or for an extended loan period, especially of a textbook.

Other examples of special requirements that should be clearly indicated in original requests to potential suppliers include, but are not limited to, a particular format, edition, language, an alternate library shipping address or the address of the user’s home, rush delivery, or scanning with wide margins for replacement pages, etc.

4.5 Identify libraries that own the requested material. Check and adhere to the policies of potential supplying libraries.

From the Explanatory Supplement:
Identifying Appropriate Suppliers
Requesting libraries should use all resources at their disposal to determine ownership of a particular title before sending a request to a potential supplier. Many libraries contribute their holdings to major bibliographic utilities such as DOCLINE and/or OCLC, and must make their individual catalogs freely available via the Internet. Interlibrary loan discussion lists are also sources for the requesting library to verify and/or locate particularly difficult items when other options are exhausted.

The requesting library is encouraged to use resources such as the OCLC Policies Directory or the DOCLINE Institution Information to determine lending policies, including any applicable charges, before requesting material.

4.6 When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material.

From the Explanatory Supplement:
Sending Unverified Requests
Despite the requirements in sections 4.3 and 4.5 that an item should be completely and accurately described and located, the code recognizes that it is not always possible to verify and/or locate a particular item. For example, a request may be sent to a potential supplier with strong holdings in a subject area or to the institution at which the dissertation was written.

4.7 Transmit interlibrary loan requests electronically unless otherwise specified by the supplying library.

From the Explanatory Supplement:
Transmitting the Request
The code stipulates electronic communication. For many libraries, sending requests electronically means using the ILL messaging systems associated with DOCLINE, OCLC, other products that use the ISO ILL Protocol, or structured email requests.

Lacking the ability to transmit in this fashion, check the potential supplier’s policies for preferred methods of submission. If no other preferred method is specified, an ALA Interlibrary Loan Request Form or its equivalent should be used. Whatever communication method is used, the requesting library should identify and use the appropriate address for ILL requests.

The requesting library should include a street address, a postal box number, an IP address, and/or an email address to give the supplying library delivery options.

4.8 Comply with U.S copyright law (Title 17, U.S. Code) and be aware of related guidelines for copy requests.

From the Explanatory Supplement:
Copy Requests
The requesting library is responsible for complying with U.S. copyright law (Title 17, USC), in particular, the provisions of sections 107 (Fair use) and 108 (Reproduction by libraries and archives). In addition, there may be related regulations, guidelines, policies, and/or procedures to take into consideration such as the CONTU Guidelines (1979).

4.9 Assume responsibility for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.

From the Explanatory Supplement:
Responsibility for Materials
Although the number is small, some material is lost or damaged at some point along the route from the supplier and back again. This section clearly states that the requesting library is responsible for the material from the time it leaves the supplying library until its...
safe return to the supplying library. The requesting library’s responsibility for this loss is based on the concept that if the request had not been made, the material would not have left the supplier’s shelf, and thus would not have been put at risk.

If the requesting library asks for delivery at a location away from the library (such as to the user's home), the requesting library is likewise responsible for the material during this delivery and return process.

Borrowed items should be returned in the condition in which they were received at the requesting library. In particular, a requesting library should never affix adhesive labels or tape directly to any borrowed item. The requesting library should also return sufficient identifying information with the material to allow the supplying library to identify the request and process the return quickly.

4.10 Pay promptly any service, replacement, or damage fees charged by the supplying library.

4.11 Assume full responsibility for user-initiated transactions.

4.12 Honor the due date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library.

4.13 Request a renewal before the item is due whenever possible. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

4.14 Respond immediately if the supplying library recalls an item. All borrowed material is subject to recall at any time.

4.15 Package material to prevent damage or loss in shipping and comply with any special instructions stated by the supplying library.

4.16 Honor the date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library.

4.17 Pay promptly any service, replacement, or damage fees charged by the supplying library.

4.18 Assume full responsibility for user-initiated transactions.

4.19 Honor the due date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library.
From the Explanatory Supplement:  
**Shipping (continued)**  
In accordance with United States Postal Service guidelines, tape is the preferred sealing method on all types of packages. Staples are strongly discouraged in order to prevent injury to staff and/or damage to materials.

Use wrapping and packaging material that is appropriate to the size and format of the material being shipped. Too small or too large packaging will not adequately protect materials during transportation. Remember to use appropriate wrapping to avoid shifting and damage.

For special collections materials, consult *Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials* (2012) by the American Library Association and Association of College and Research Libraries, Rare Books and Manuscripts Section.

4.16 Failure to comply with the provisions of this code may result in suspension of service by a supplying library.

From the Explanatory Supplement:  
**Suspension of Service**  
Repeated or egregious breaches of this code may result in the requesting library's inability to obtain material. Examples of actions that may result in suspension include repeated failure to return loans in a timely manner, multiple lost or damaged items, allowing "library use only" items to leave the library, or failing to pay the supplier's charges. A supplying library should not suspend service to a requesting library without first attempting to resolve the problem(s).

5.0 Responsibilities of the Supplying Library

5.1 Establish, promptly update, and make available an interlibrary lending policy, contact information, and a service schedule.

From the Explanatory Supplement:  
**Lending Policy**  
The lending policy should be clear, detailed, and readily available to requesting libraries. The policy should include among other things, schedule of fees and charges, non-circulating item types, loan periods and renewal policies, current shipping instructions, penalties for late payments, etc. The supplying library is strongly encouraged to fill requests for all types and classes of users, and all types of libraries, regardless of their size or geographic location. The supplying library is encouraged to establish as generous a loan period as its local environment allows.

The supplying library is encouraged to make its lending policy, contact information, and service schedule available on the library’s web site, and in resources such as the OCLC Policies Directory or DOI LYN Institution Information.

5.2 Ensure the confidentiality of the library user.

From the Explanatory Supplement:  
**Confidentiality**  
The supplying library has a responsibility to safeguard the confidentiality of the individual requesting the material. The sharing of the user's name between requesting and supplying library is not, of itself, a violation of confidentiality. However, the supplying library should not require the user's name if the requesting library chooses not to provide it. If the name is provided, the supplying library needs to take care not to divulge the identity of the person requesting the material.

5.3 If it is necessary to charge service fees, make available a fee schedule as part of an interlibrary lending policy. Bill any service, replacement, or damage fees promptly.

From the Explanatory Supplement:  
**Service, Replacement, and Damage Fees**  
Supplying libraries are encouraged to fill requests without charge when possible. If charging for services, the supplying library may only charge an amount less than or equal to the amount a requesting library has indicated they are able and/or willing to pay.

A supplying library may add a surcharge for expedited delivery, but no fee should be added to a routine service charge for delivering a document electronically.

From the Explanatory Supplement:  
**Service, Replacement, and Damage Fees (continued)**  
If charging for services or for lost/damaged items, the supplying library should make every effort to allow for a variety of payment options (e.g. OCLC IFM, EFTS, IFLA vouchers, credit cards, acceptance of replacement copies).

It is the responsibility of the supplying library to send final bills for service no later than six months after the supply date, final overdue notices no later than six months after the final due date, and final bills for replacement of lost material no later than one year after the final due date. The supplying library should resolve billing questions within six months of receiving notice of an apparent billing error.

5.4 Consider filling all requests for material regardless of format or the collection in which it is housed.

From the Explanatory Supplement:  
**Material Format or Collection**  
Supplying libraries are encouraged to lend as liberally as possible regardless of the format of the material requested, while retaining the right to determine what material will be supplied. It is the obligation of the supplying library to consider the loan of material on a case by case basis. Supplying libraries are encouraged to lend audiovisual material, microformats, serials, and other categories of material that have traditionally been non-circulating.

For special collections materials, supplying libraries are encouraged to consult *Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials* (2012) by the American Library Association and Association of College and Research Libraries, Rare Books and Manuscripts Section.

If permitted by copyright law, the supplying library should consider providing a copy in lieu of a loan rather than giving a negative response.

Supplying libraries should be aware of the provisions of license agreements for electronic resources that may either permit or prohibit use of an electronic resource to fill interlibrary copying requests. Interlibrary loan staff are encouraged to work with those negotiating licenses for electronic resources to include favorable terms for interlibrary loan.

If a supplying library prefers to provide a loan instead of a copy (e.g. article is too many pages to scan, citation is actually an entire journal issue, etc.), the supplying library should contact the requesting library to secure their permission first before sending the item. If a loan is accepted, the requesting library then assumes responsibility if the item is lost or damaged before its return to the supplying library.

5.5 Process requests in a timely manner, recognizing the needs of the requesting library and/or the requirements of the resource sharing system being used. If unable to fill a request, respond promptly and state the reason the request cannot be filled.

From the Explanatory Supplement:  
**Timely Processing**  
The supplying library has a responsibility to act promptly on all requests. The response should be sent via the same method the requesting library used to send the request, or by otherwise contacting the requesting library directly. Some resource sharing systems such as OCLC and DOI LYN have built-in time periods after which requests will either expire or be sent to another institution. The supplying library should respond before this time elapses rather than allowing requests to time-out.

Providing a reason for an unfilled request helps the requesting library determine what additional steps, if any, may be taken to obtain the requested item. For example, "non-circulating" indicates the item is likely available for on-site use while "in use" indicates that another request at a later date might be filled. Providing no reason or simply stating "policy problem" or "other" without providing further explanation deprives the requesting library of important information and can lead to time-consuming follow-up for both libraries.
5.6 Send sufficient information to identify the particular request when filling or accounting for requests.

From the Explanatory Supplement:
Identifying the Request
The supplying library should send sufficient identifying information with the material to allow the requesting library to identify the request and process it quickly. Such information may include a copy of the request, the requester’s transaction number, or the user’s ID or name. Failure to include identifying information with the material can unduly delay its processing and may risk the safety of the material.

5.7 Indicate the due date, any restrictions on the use of the material, and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked in at the requesting library for return to the supplying library.

From the Explanatory Supplement:
Due Date, Use Restrictions, and Shipping Requirements
Although it is the responsibility of the requesting library to ensure the safe treatment and return of borrowed material, the supplying library should provide specific instructions with the item and in the resource sharing system when it is lending material that needs special handling. These instructions might include the requirement that material be used only in a monitored special collections area, no photocopying, library use only, specific return packaging/shipping instructions, etc. The supplying library should not send “library use only” material directly to a user. The supplying library should clearly indicate the due date. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library. Supplying libraries should implement a grace period before sending overdue notices to account for items in transit back from the requesting library.

5.8 Ship material by the fastest method reasonably available to the location specified by the requesting library. Package loaned material to prevent damage or loss.

From the Explanatory Supplement:
Delivery and Packaging
The delivery location specified by the requesting library may be the requesting library itself, a branch library, departmental library, or the individual user.

It is the responsibility of the supplying library to:
- judge whether an item is suitable for shipment and circulation. If a damaged item is sent, the supplying library should note all prior damage and not hold the requesting library responsible for this damage. Examples include loose pages/spine, liquid damage, or significant markings and defacement.
- take care that the material it sends out is adequately packaged to protect the item from damage or loss even though the requesting library will be held responsible for material damaged in shipment.
- specify the shipping method, as well as any insurance requirement, for returning materials and if any special wrapping or packaging is required. See section 4.15 above for definitions and other important information regarding wrapping and packaging.

5.9 Respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

From the Explanatory Supplement:
Renewals
The supplying library should respond affirmatively or negatively to all renewal requests. The supplying library is encouraged to grant the renewal request if the material is not needed by a local user.

5.10 The supplying library may recall loaned material at any time.

From the Explanatory Supplement:
Recalls
The supplying library may recall material at its discretion at any time. However, it often is more effective to request the material on ILL for a local user rather than to recall material on loan to another library.

5.11 Deliver copies electronically whenever possible. Provide complete and legible copies, and adhere to any special scanning instructions of the requesting library.

From the Explanatory Supplement:
Copy Requests
Comply with U.S. copyright law or applicable license agreements when providing copies.

When scanning, the supplying library should provide a copy that closely reproduces the original article or chapter in appearance, legibility, and completeness with appropriate attention paid to image color and clarity, margins, page orientation, and any accompanying references, plates, or appendices. Respond promptly to resend requests (e.g. missing pages, margins cut off, poor images, unreadable text, etc.).

5.12 The supplying library may suspend service to a requesting library if it fails to comply with the provisions of this code.

From the Explanatory Supplement:
Suspension of Service
A supplying library may suspend service to a requesting library following repeated or egregious breaches of this code. Examples of actions that may result in suspension include repeated failure to return loans in a timely manner, multiple lost or damaged items, allowing “library use only” items to leave the library, or failing to pay the supplier’s charges. A supplying library should not suspend service without first attempting to address the problem(s) with the requesting library.
CITY OF ROSWELL
General Services Committee
Roswell Convention & Civic Center
Meeting Room A – 912 N. Main St.
Wednesday, May 27, 2020, 4:30 p.m.

ACTION REQUESTED: Recommendation of Termination RFP-20-003 (2nd Posting) City Property Sale, Roswell Test Facility (RTF).

BACKGROUND: Initiated by: William Morris, AICP, CZO, CDD Director.

The Evaluation Committee recommended to reject this proposal which would allow staff to negotiate with other parties since this is the second attempt to achieve a successful RFP.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: This item has been reviewed by Legal.

BOARD AND COMMITTEE ACTION: Recommendation of Termination RFP-20-003 (2nd Posting) City Property Sale, Roswell Test Facility (RTF) to June 11, 2020 City Council consent agenda.

STAFF RECOMMENDATION: Recommendation of Termination RFP-20-003 (2nd Posting) City Property Sale, Roswell Test Facility (RTF).
To: Lupita Everett  
Purchasing Agent  

Re: Recommendation of Termination  
RFP-20-003, City Property Sale, Roswell Testing Facility  

The single proposal was evaluated on April 1, 2020, for RFP-20-003. Based on the single proposal reviewed, the Evaluation Committee recommended Termination of RFP 20-003. This would be the second recommendation of rejection for this property.

Recommendation of rejection is primarily due to the issue that the single proposal submitted could not be determined to be consistent with State Statutes concerning the sale of City-owned property.

The Evaluation Committee respectfully submits this recommendation for Termination and looks forward to assisting with a re-issuance or other as Council may deem. If you have any additional questions or comments, please contact me at (575) 637-6223.

Sincerely,

William Morris, AICP, CZO, Director  
Community Development Department  

Cc: Daniel Mendiola, Director, Water Utilities File
CITY OF ROSWELL
General Services Committee
Roswell Convention & Civic Center
Meeting Room A – 912 N. Main St.
Wednesday, May 27, 2020, 4:30 p.m.

ACTION REQUESTED: Consider award of ITB-20-010, E. 5th St. Sewer Rehab Project to J&H Services of Albuquerque, NM in the amount of $161,744.56, which includes GRT.

BACKGROUND: Initiated by: Louis Najar

Bid opening for ITB-20-010 was held on April 14, 2020. Three bids were received. Upon review of bids, JH Services Inc. is recommended as the lowest qualified bid. Attached is award recommendation letter and bid tabulation.

FINANCIAL CONSIDERATION: The FY2020 Sewer Department budget is funding this project.

LEGAL REVIEW: Not Applicable for this agenda item.

BOARD AND COMMITTEE ACTION: Consider award of ITB-20-010, E. 5th St. Sewer Rehab Project to J&H Services of Albuquerque, NM in the amount of $161,744.56 to June 11, 2020 City Council consent agenda.

STAFF RECOMMENDATION: Proceed with recommendation as presented.
April 17, 2020

To:  Lupita Everett
Chief Procurement Officer

Re:  Recommendation of Award
E. 5th St. Sewer Rehab Project Phase II
Bid No. ITB-20-010

Bids received on April 14, 2020 for the subject project have been reviewed. A Bid Tabulation Sheet is attached. Engineer’s estimate was $187,737.78. Three bids were received as follows: (Amounts include Tax of 7.8333%)

1. Ferguson Construction of Lovington, NM : $ 73,191.85
2. J&H Services of Albuquerque, NM: $161,744.56
3. Adame Construction of Los Lunas, NM $185,958.53

Upon completion of review, the low bid from Ferguson Construction is rejected. This bid is deemed unbalanced. Review of the bid costs, show the bid amounts were undervalued. Upon further review, Ferguson Construction did not visit the site prior to bidding per Section 5 of INSTRUCTION AND INFORMATION FOR BIDDERS stated in the bid documents.

Thus, the 2nd low bidder J&H Services is deemed the qualified low bid. I hereby recommend award of this project to J&H Services of Albuquerque, NM in the amount of $161,744.56.

If you have any questions please contact me.

Sincerely,

Louis Najar, P.E.
City Engineer
## BID TABULATIONS

**Project: E. 5th St. Sewer Rehab Project- Phase II**  
**Bid No. ITB-20-010**  
**Bid Opening: Tuesday, April 14, 2020 @ 2:00 pm**

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<th>ITEM DESCRIPTION</th>
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<th>ADAME CONST. UNIT COST</th>
<th>ADAME CONST. TOTAL</th>
<th>J&amp;H SERV. UNIT COST</th>
<th>J&amp;H SERV. TOTAL</th>
<th>FERGUSON CONST. UNIT COST</th>
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<td>$ 1,800.00</td>
<td>$ 500.00</td>
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**TOTALS**  
$174,100.00  
$172,450.00  
$149,959.00  
$67,875.00  
**GRT 7.8333%**  
$13,627.78  
$513,508.53  
$11,749.56  
$5,316.85  
**OVERALL TOTAL**  
$187,737.78  
$185,958.53  
$161,744.56  
$73,191.85

I Certify that all Information and Tabulations are Correct  

Loud Najar, City Engineer  
Date  

4-15-2020
ACTION REQUESTED: Discussion item: Boys & Girls Club Interim Activities at the Roswell Recreation & Aquatic Center

BACKGROUND:
Initiated by: Marcus Gallegos

The Boys & Girls Club of Chavez County currently housed at 201 S. Garden Ave, is due to begin renovation construction soon that will temporarily displace their operations. Seeking a solution to continue serving their youth, The Roswell Recreation & Aquatic Center was discussed as a possible building to house their program during their construction. Discussions on the phone and in person with Tim Coughlin, president & CEO of the Boys & Girls Club of Chavez & Lincoln Counties, & his team we agreed in principal that we could host the B&G Club for their summer program in July 1,2020. By allowing B & G Club to operate their summer program at the RRAC, meant that the Recreation department would not be able to host their regular summer recreation activities.

A final draft of the MOU between the City and The B&G Club has been agreed upon. The B&G Club is planning for a possible start date of July 1, 2020. The agreement and program is contingent on the Governor increasing the child/adult ratio from 5 to 1 to a 9 to 1 child/adult ratio. If the ratio is not increased the B& G Club feels the program cannot be viable and will have to cancel.

FINANCIAL CONSIDERATION: Information and discussion only

LEGAL REVIEW: Information & discussion only

BOARD AND COMMITTEE ACTION: Information & discussion only

STAFF RECOMMENDATION: Information & discussion only
CITY OF ROSWELL
General Services Committee
Roswell Convention & Civic Center
Meeting Room A – 912 N. Main St.
Wednesday, May 27, 2020, 4:30 p.m.

ACTION REQUESTED: Discussion item: Library Roof Replacement Project.

BACKGROUND:
Initiated by: Abraham Chaparro

Proposed removal of Spanish Tile roofing system, remove and replace compromised wooded structure beneath roof. Replace with standing seam metal roofing system. New roofing system hold a 25-year warranty. Color choice of Terra Cotta has been chosen.

The project was ranked 9 from a list of 30 projects in the ICIP and did make the top 5 for legislative funding. In June, Committees will review the Master Project List of reporting departments’ for prioritization and funding.

FINANCIAL CONSIDERATION: Proposed cost of $65,000 with 10% contingency (Estimated).

LEGAL REVIEW: Information & discussion only

BOARD AND COMMITTEE ACTION: Information & discussion only

STAFF RECOMMENDATION: Information & discussion only
April 30, 2020 marked the 44th day since the Roswell Public Library closed its doors to the public to stop the spread of COVID-19. Roswell Public Library is considered a non-essential city service, with a medium exposure risk to spreading COVID-19. A medium exposure risk level is defined as one where staff has frequent or close contact with people. Currently, most of the library staff has been reassigned tasks in other departments, such as city administration, facilities, finance, IT, payroll, sanitation, safety, and transit. Two staff members are on leave and three library staff report to the Library.

**Accomplishments**

**Changes in Service**
While the library provides online books and recorded books through Overdrive, and state database TumbleBooks, some people prefer to have access to our physical collection. Access to books, music, audio books and DVDs is offered through a concierge service in which the public phones in to request items, and library staff retrieves the items, checks them out and delivers to the library patron’s trunk in the alley between 10:00 a.m. and 6:00 p.m., Monday through Friday.

**Service Models** – A new service model for the library is been driven by funding and safety. Although a library budget has not yet been approved by Roswell City Council, we are anticipating a significant cut in both personnel levels and the operation budget that will have an impact on the services provided.

**Building Improvements**

**Reopening of the Roswell Public Library** - Attached is a reopening plan for the Roswell Public Library. Included in the plan are installation of sneeze guards at the public services desk, purchase of an outside book drop and a book drop for the lobby, and installing a drive-up service window. We have spoken to the New Mexico State Library staff and have verbal approval that most of the expenses related to these building improvements will be reimbursable through GO Bond funds. The exception will be the concrete slab for the book drop, which is considered construction.

**Library Windows** – A window on the west side of the library has cracked. We believe this is due to the building settling. We have asked for a quote to replace the window along with three other windows that have lost their seal.

**Koi Pond** – Work has been completed on trompe l’oeil painting of the stream and water life along the west and north sides of the children’s area where carpet was removed.
**Service Improvements**

**Fiction Collection** – We have completed moving the fiction collection and have added shelf markers to assist with finding popular authors.

**Nonfiction Collection** - We have also completed the shifting and adjusting shelves for the nonfiction collection and are in the process of adding shelf markers.

**Children’s Picture Book Collection** – We are continuing to add labels on the picture books so that parents and children may more easily find commonly requested books (bear, cat, dinosaur, dog, farm, pirate, princess, school or truck). We are marking first and second grade readers.

**Project Progress**

**U.S. Census Information** – The bilingual coloring books have been distributed to children through the school meal program (Grab and Go). The Roswell Public Library is promoting the Census by putting flyers in the “Library On The Go” bags.

**Library Budget Request** – We resubmitted our budget with $283,538.80 in cuts and prepared a document for City Administration on the impact of budget cuts on library service.

**E-rate application** – The Library received notice that it has been awarded $7,276.80 for its internet service. This represents 80% reimbursement of the Library’s internet costs. As requested by Finance Department, we included the grant award in the Library budget.

**Green Estate** - Mr. Green died May 1, 2019 and left his entire estate minus two specific bequests to the Roswell Public Library. The specific bequests have been honored and now the law firm of Hennighausen and Olsen would like to convey the properties to the Library. This includes property located at 928 Davidson Drive in Roswell ($85,000), 1999 Dodge Stratus ($1,200), jewelry ($1,000), household goods ($2,000) and cash ($60,454).

**Clean-up the Patron Database** – We have completed an estimated 80% of the patron database clean up. This involves removing from the SirsiDynix database the patron records for fees and fines over five years old. We make notes of the patron record and update the Excel spreadsheet.

**School Readiness Program** – Completed the English version of the online school readiness program for children, birth to 18 months.
**Plans for May**

Summer Reading Program – Implement an online summer reading program for the community.

School Readiness Program – Complete the English version of the online school readiness program for children 2 to 3 years old.

Genealogy Collection – Work with the Historical Society for Southeast New Mexico to evaluate the Roswell Public Library’s Genealogy Collection.

Reference Collection – Research to determine a core collection of Reference for Public Libraries

Library Website – Update the Library website. This will involve learning how to use the software.

**Issues and Concerns**

Library Park
The Library Park is owned by the Roswell Library Foundation and located on Richardson Avenue. The Roswell Public Library would like to take ownership of the property to be use for parking the Mobile Library vehicle.

The Roswell Library Foundation also owns the property located at 316 North Richardson Avenue and would like to gift the property to the Roswell Public Library.

Land in Eddy County
On October 23, 1985 at 9:26 a.m., the Roswell Public Library with three other organizations, First Baptist Church of Roswell, Chaves County Historical Society and Roswell Women’s Club were deeded two tracks of land. According to the attached document, track one is Township 17 south, Range 26 east N.M.P.M. containing 80 acres, more or less, and Track two is lot 15 Block 28, Dayton, Eddy County. The Roswell Public Library would like to part with this land.

Roswell Public Library Interlibrary Loan
In this fiscal year the Roswell Public Library cancelled cataloging services with the vendor OCLC. As a result, our records with OCLC have not been updated and OCLC will not provide an interlibrary loan module to the Roswell Public Library. The alternative is to use the ILLiad Interlibrary Loan System through the New Mexico State Library. To participate in ILLiad Interlibrary Loan System, Roswell Public Library must agree to the Interlibrary Loan Code for the United States. A copy of the Interlibrary Loan Code for the United States is attached with explanatory statements. We would like the Roswell City Council to agree to the Interlibrary Loan Code for the United States on behalf of the Roswell Public Library so we might participate in requesting and filling requests through the ILLiad Interlibrary Loan System.
## ATTENDANCE

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<th>2019</th>
<th>2018</th>
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## PROGRAMMING

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<td>Adult Clay</td>
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<td>Kids Clay</td>
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<td>Nature Sketchbook Class</td>
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### EVENTS

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<td><strong>TOTAL</strong></td>
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## MEMBERS

- **Current Active Members**
  - 414 members
  - 621 members

- **New Members**
  - 14 members
  - 57 members

## VOLUNTEERS

- **Volunteer Hours**
  - 137 hours
  - 29 hours

## SCHOOL VISITS

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<th>ADULTS</th>
<th>GALLERIES</th>
<th>PLANETARIUM</th>
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**TOTALS**
The Museum closed to the public on Wednesday, March 18, in response to the coronavirus pandemic via orders outlined by New Mexico Governor Michelle Lujan Grisham. A reopening date has yet to be confirmed.

GRANT FUNDING

The Museum has been awarded a $7,500 grant from the New Mexico Humanities Council to help with eventual reopening costs.

The Museum Director has also submitted a grant application to the National Endowment for the Humanities and is working on two other federal-level grants as part of the Cares initiative that is awarding federal funding to museums, libraries and non-profits to aid in the recovery effort.

The grants are project-oriented with a particular focus on creating access to collections and learning resources through technology, with a portion aiding with staff salaries. Award announcements will be made over the next 4 to 12 weeks.

COLLECTIONS & EXHIBITIONS

With the temporary closure of the Museum, exhibition dates are currently undetermined. However it is expected that some permanent collection exhibitions will be rescheduled further into the future to allow for concurrent Roswell Artist-in-Residence exhibitions as residents and their works are only available for limited time while they reside in Roswell.

EVENTS

Upcoming 2020 events are cancelled until further notice including August’s pARTy After Hours’ Bluegrass and BBQ and October’s Roswell Science and Art Festival.

STAFF NEWS

Staff were reassigned toward the end of March and beginning of April. Some staff remained to provide security and collections care.
TO: General Services Committee  
FROM: Rebecka Hicks, Transit Director  
DATE: May 18, 2020  
SUBJECT: March 2020 Activities Report

Pecos Trails Transit carried 6,157 passengers during the month of March, 2020**

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<th>FEBRUARY RIDERSHIP</th>
<th>MARCH RIDERSHIP</th>
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<td>12,903</td>
<td>11,938</td>
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YEAR TO DATE RIDERSHIP CONSISTED OF THE FOLLOWING CATEGORIES:

- Adults: 42.40%
- Seniors: 19.82%
- Disabled *: 10.82%
- Students: 22.50%
- Children: 3.17%
- Other: 1.28%

*Includes 208 Passengers in wheelchairs

Para transit Ridership for February, 2020 totaled 418.

- 60+ Disabled: 172
- 60+ Wheelchair: 68
- -60 Disabled: 115
- -60 Wheelchair: 7
- Aide: 56
- Contract Ride: 0

**Ridership figures are the latest available because Transit’s office assistant transferred to HR and the administrative assistant was staying at home. All figures should be brought up to date in the next report.
RECREATION DEPARTMENT – MONTHLY REPORT
April 2020

Attendance
Roswell Adult & Recreation Center: 0
Roswell Recreation and Aquatic Center: 0

Revenues
Pool Programs $ 0.00
Pool Admissions $ 0.00
Pool Rentals $ 0.00
Recreation Programs $ 0.00
Recreation Sports $ 0.00
Recreation Admissions $ 0.00
Recreation Concessions $ 0.00
Recreation Memberships $ 0.00
Recreation Rentals $ 0.00
Total $ 0.00

Roswell Adult & Recreation Center
• Happenings: The Adult Center has been closed since early March.
• Adult Programming: No programming was held in April.
• Special Programs: No special programming was held in April.
• Maintenance: Facility Maintenance scraped and waxed and buffed the floors

Roswell Recreation & Aquatic Center
• Happenings: The Recreation & Aquatic Center has been closed since early March.
• Youth Programming: No programming was held in April.
• Aquatic Center: No programming was held in April.
• Maintenance: None

Submitted by: Marcus Gallegos
Recreation Manager
SPECIAL SERVICES DEPARTMENT
APRIL 2020
Division: PARKS

Maintenance:

- Mowing and weed eating at all parks (the mowing schedule has been changed to Wednesdays and Thursdays only due to COVID-19 as crew numbers have been decreased and duties added).
- Tree removals.
- Tree planting.
- Irrigation in parks and sports complexes.
- Spraying weeds.
- Clean-out Sunken Garden.
- Work on drinking fountains.
- Gopher control.

Specifics:

- Disinfected all City bus stops.
- Five Parks employees transferred to other departments (3 to Landfill/1 to Central Control/1 to Warehouse).
- Remaining crew disinfecting playgrounds on Mondays, Tuesdays and Fridays.
- Tree clean-up at the zoo.
- Battle of mustard weed has started.
- Continued drainage of pond at the zoo.
- Trash and debris removal at the zoo.
- Continued maintenance on train and carousel.
- Stiles football fields reseeded and fertilized.
- Watering all parks and sports complexes twice a week.

Submitted by  Rudy Chavez
             Parks Superintendent

Approved by  Jim Burress
             Special Services Director
SPECIAL SERVICES DEPARTMENT
APRIL 2020

Division: SOUTH PARK CEMETERY

Number of casket burials: 16
Number of cremation burials: 2
Veteran’s Cemetery casket burials: 1
Veteran’s Cemetery cremation burials: 0
Acres in inventory: 210
Full-time employees (FTE) equivalent: 10

Total Revenue as of April 30, 2020: $19,184.00

Maintenance:

- Dug, set-up, covered and tamped for all services during the month.
- Installed 4 upright headstones at the General Douglas McBride Cemetery.
- Spraying winter weeds.
- Leveled 23 low graves.
- Completed 6 work orders.
- Replaced 45 sprinklers.
- Started all summer equipment.

Specifics:

- Conducted a total of 19 services for the month of April.
- Planted 4 trees from the farm.
- Held Arbor Day tree event at Cahoon Park.

Submitted by Ruben Esquivel
Cemetery Superintendent

Approved by Jim Burress
Special Services Director
SPECIAL SERVICES DEPARTMENT
APRIL 2020

Division: NANCY LOPEZ GOLF COURSE

Maintenance:

- Minimal maintenance is being performed at the golf course. Basically watering greens daily, mowing greens 2 to 3 times a week. Mowing greens surrounds and approaches to keep grass manageable one time this month.
- The golf course was sprayed on the 2nd through the 8th with pre-emergent herbicide.
- On the 9th the southeast part of Special Events was sprayed with a broadleaf herbicide and pre-emergent about 7.5 acres. The large turf area at Cielo Grande was sprayed with a pre-emergent herbicide about 15 acres.
- On the 10th spot sprayed broadleaf weeds on the golf course approximately 6 acres.
- On the 13th sprayed pre-emergent herbicide on west end of Special Events approximately 7.5 acres. Sprayed pre-emergent herbicide on northeast part of Cielo Grande approximately 15 acres.
- On the 14th sprayed Cielo Grande competition fields with pre-emergent herbicide approximately 5.5 acres. Sprayed the southeast side of Special Events with broadleaf herbicide and pre-emergent herbicide approximately 7.5 acres.
- On the 16th sprayed girls softball complex with broadleaf herbicide to control dandelions approximately 15 acres.
- On the 20th sprayed Enchanted Lands Park with broadleaf herbicide approximately 20 acres.
- On the 21st spot sprayed the surrounds at the golf course for broadleaf weeds approximately 3 acres.
- On the 22nd spot sprayed Cahoon Park for broadleaf weeds approximately 3 acres.
- On the 24th and 28th sprayed Cahoon Park with pre-emergent herbicide 15 acres.
- On the 17th installed 3 nodes on non-functioning valves at 4th and Montana and repaired 5 heads in Cahoon Park. (Patrick Lopez)
- On the 23rd repaired sprinkler head in Cahoon Park. (Patrick Lopez)
- On the 27th reprogrammed irrigation controller Special Events and repaired water leak in 13 approach golf course. (Patrick Lopez)
- On the 29th seeded Stiles Field and top dressed with sludge. (Patrick Lopez)
- On the 30th watered Cahoon Park. (Patrick Lopez)

Specifics:

- Golf course was closed whole month of April.
- 3 golf course employees have been reporting to enterprise fund departments to work.

Submitted by David Blewett
Golf Course Superintendent

Approved by Jim Burress
Special Services Director
SPECIAL SERVICES DEPARTMENT
APRIL 2020

Division: SPRING RIVER ZOO

<table>
<thead>
<tr>
<th>Species</th>
<th>62</th>
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<tbody>
<tr>
<td>Specimens</td>
<td>171</td>
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<tr>
<td>Estimated Zoo attendance</td>
<td>0</td>
</tr>
<tr>
<td>Community Outreach/ Education</td>
<td>Live Streams</td>
</tr>
<tr>
<td>Education Programs</td>
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<tr>
<td>Birthday Parties/Permits</td>
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<tr>
<td>Concession/Merchandise</td>
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<tr>
<td>Other donations</td>
<td>$486.20</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$486.20</strong></td>
</tr>
</tbody>
</table>

Maintenance:

- Zoo has been closed to the public since March 18th due to pandemic.
- General animal care.
- Continue draining the lake, almost empty.

Specifics:

- Continuing Facebook Lives twice a week, along with other videos (Cooking with Critters, Goat Yoga, etc.).
- Two keepers (rotating schedule) per day are doing community enhancement.
- Ponies moved to train circle to trim down grass and weeds.
- Eagle Permit came in.
- Income is lower this month due to being closed because of the pandemic.

Submitted by Andrea Cole
Zoo Curator

Approved by Jim Burress
Special Services Director