



CITY OF ROSWELL

GENERAL SERVICES COMMITTEE AGENDA

Wednesday, October 2, 2019 at 4:30 p.m.
City Hall Large Conference Room
425 N. Richardson Ave., Roswell, NM 88202

Committee Chair: Savino Sanchez
Committee Vice Chair: Jacob Roebuck
Committee Members: Angela Moore, Juan Oropesa
Staff Coordinator: Juan Fuentes

A. Call to Order

B. Roll Call

C. Approval of the Agenda

D. Approval of Minutes

1. August 28, 2019 Meeting Minutes

E. Non-Action Items

2. Discussion/Update: Administrative suspension of the sports league player fees for FYE 20.
3. Discussion/Update: 2019 Legislative Appropriation (\$450,000) for Carpenter Park Improvements.

F. Action Items

4. Discussion/Action: Softball Field Netting Project.
5. Discussion/Action: Bike Rental Program.
6. Discussion/Action: Conceptual approval of the Cielo Grande Master Plan.
7. Discussion/Action: Conceptual approval of the Cahoon Park Channel and Pavilion Project.

G. Public Participation

H. Committee and/or Staff Comments

I. Adjourn

(Next Meeting: October 23, 2019 at 4:30 p.m.)

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 19-37. 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: 09-27-19

**Regular Meeting of the General Services Committee
Held in the Conference Room at City Hall
August 28, 2019**

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.

B. ROLL CALL

The meeting convened at 4:30 p.m. by Chair Sanchez with Councilors Roebuck and Moore present. Councilor Oropesa was absent.

Staff Present: Bill Morris, Marcus Gallegos, Marge Woods, Deanna Garcia, Anna Aragon, Juanita Jennings, Mike Mathews, Trent Moore and Enid Costley.

Guests Present: Ann Dunn, Carolyn Mitchell, Bob Edwards, Ivan Hall, Jim Curry, Councilor Jeanine Best, and Jessica Walker.

C. APPROVAL OF AGENDA

Councilor Roebuck moved to approve the August 28, 2019 regular General Services Committee meeting agenda as presented. Councilor Moore was the second. A voice vote was 3-0 and the motion passed with Councilor Oropesa being absent.

D. APPROVAL OF MINUTES

1. Councilor Roebuck moved to approve the General Services Committee meeting minutes for June 26, 2019. Councilor Moore was the second. A voice vote was 3-0 and the motion passed with Councilor Oropesa being absent.

E. NON-ACTION ITEMS

2. Discussion/Update: Softball Field Netting Project.
Trent Moore reported that they received prints from the architect a week ago and sent out for pricing. He reported that contractors had some questions and will be meeting with them on Friday to discuss. Councilor Sanchez asked if we had a diagram of what is being proposed. Trent Moore replied that we do but is a general plan that shows the location of post and structural items but will email what is available.
3. Discussion/Update: Bike Rental Program. Marcus Gallegos reported on the details of the proposed program costs, operations and concerns. He also reported on the reported fees associated with the program. Councilor Roebuck asked if the residents would be renting the bikes at those rates. Marcus Gallegos responded that he did not know the need for this service but did report that during summer tourist visiting the aquatic center

possibly could be interested in such a program. Councilor Moore expressed appreciation for those advocating for this project and acknowledge that a decision needs to be made. Councilor Sanchez stated that there are many things involved in the program and we want to make sure things are done right. Bob Edwards stated that a year ago they went to the Parks and Recreation Commission to discuss the program and still waiting on legal and insurance. Mr. Edwards offered to assist with the cost and offered at the Aquatic Center to be used in the Spring River Corridor. Councilor Sanchez stated that the biggest issue of concern is the liability. Bob Edwards asked if someone asked the insurance about this. Councilor Roebuck suggested a pilot program next summer for three months to try out without long term commitments and reevaluate during this period. Juan Fuentes stated that they have reached out to the New Mexico Self Insurers Fund and reported that they do not have members they insure for such a program and were surprised to hear about Ruidoso. The insurance asked for details of the program emailed prior to making a determination. Councilor Best suggested the foundation do a pilot program for three months and if it works then the city can take it over. Bob Edwards responded that they fund projects and can't speak for the foundation members. Larry Connolly suggested to check with the insurance in regards to the golf carts used in the golf course. Councilor Roebuck requested something be presented at the next meeting for a vote.

4. Discussion/Update: Roswell Recreation and Aquatic Center Policies & Procedures, Emergency Plan, Fees and United Pool Operations Plan. Marcus Gallegos reported on the policies & procedures, emergency plan and United Pool operational plan used at the Aquatic Center. Councilor Roebuck asked about the restroom policy. Marcus Gallegos responded that the policy was in place due to security reasons and the building was designed to control who enters the facility. Councilor Roebuck asked about the raincheck and no-refund policy. Marcus Gallegos responded that it is on case by case basis but refunds are not returned at the cash register but processed through payables. Councilor Roebuck asked about the in and out policy. Marcus Gallegos responded that part of it is to keep track of how many people are in the pool but are lenient and use discretion. Councilor Roebuck asked about United Pools documents in regards to the wrist bands. Jessica Walker, United Pools, responded that they have provided additional detail information and notices to clarify the use of the wristbands. Councilor Roebuck asked about the rules were about the slides. Jessica Walker responded they have height sticks and the rule is 48 inches and if they cannot swim they can't go down the slide. Councilor Sanchez and Councilor Roebuck debated the questions asked and information provided. Councilor Moore suggested that policies should be discussed with those who wrote them. Marcus Gallegos responded that he was asked to place them on the agenda to discuss them if there were any questions.

F. ACTION ITEMS

5. Discussion/Action: Discuss and recommend conceptual approval of the Cielo Grande Master Plan. Bill Morris presented a PowerPoint presentation on the conceptual Cielo Grande Master Plan. Councilor Roebuck stated that he was not ready to approve a plan and needed more discussion on its purpose. Councilor Moore stated she likes the idea of knowing the purpose of the park and uses. Councilor Best stated that at the Infrastructure Committee was suggested a workshop on this and the next presentation. Councilor Roebuck made a motion to table to the next General Services meeting. Councilor Moore was the second. A voice vote was 3-0 and the motion passed with Councilor Oropesa being absent.
6. Discussion/Action: Conceptual approval of the Cahoon Park Channel and Pavilion Project. Bill Morris presented a PowerPoint presentation on the conceptual plan for the Cahoon Park Channel and Pavilion project. Councilor Moore asked where the bathrooms were located. Bill Morris responded they could look at that. Councilor Sanchez asked about the size of the pavilion. Bill Morris responded about 45 by 60 feet and would be wired for power. Councilor Roebuck stated that overall was a good concept but would like it phased in possibly three phases. Councilor Best asked about the parking and suggested this item be in the workshop as well. Councilor Roebuck made a motion to table to the next General Services meeting. Councilor Moore was the second. A voice vote was 3-0 and the motion passed with Councilor Oropesa being absent.
7. Discussion/Action: Cost Recovery Policy and Adult Learning Center Fees. Juan Fuentes reported on the cost recovery policy and fees implemented in 2018. Councilor Roebuck provided some background on the how the items were presented by staff in 2018 and stated that the cost recovery guidelines had many internal conflicts and can't have one recovery target that applies to everything.

Councilor Roebuck made a motion to recommend to full Council to rescind the cost recovery guidelines that was ratified May 10, 2018. Councilor Moore was the second. A voice vote was 3-0 and the motion passed with Councilor Oropesa being absent.

Councilor Moore felt this was one thing the city should reconsider and not necessarily should be about making money for the services provided. She felt it is more about making money what is more important is the quality of life and caring about the veterans, children and people. Councilor Roebuck asked about the letter from the Pecos Valley Quilters and fee charged. Marcus Gallegos responded that it was based on the current fee guidelines. Councilor Roebuck suggested a contract would make more sense. Councilor Moore asked if the request is to postpone the implementation of the fees to provide for a deeper analysis by staff. Marcus Gallegos responded that is the recommendation to delay the

implementation of the fees to do a deeper analysis. Juanita Jennings suggested that when the motion is made that the delay be related to those fees that apply to the Adult Center only.

Carolyn Mitchell stated that one of the problem for the quilters pay \$500 a year for rent and done it for years. She mentioned they made modifications to the room and give back to the community.

Ken Wonderleck stated he spends a lot of time in the Adult Center playing dominos and other activities. He mentioned that the entrance fees for the Adult Center be abolished in its entirety.

Alan Dunn stated he started playing pool at the Senior Center and have enjoy the entertainment and visiting with peers. He stated that he agrees with others in regards with the removing the fees from the center.

Councilor Best asked why can't some of the members or organizations assist the city to write grants to help with the maintenance or improvements with the center.

Councilor Roebuck stated that it was not staffs doing but oversight by the Council and are working to fix it.

Councilor Roebuck made a motion to recommend to the full council delay of implementation of the fees adopted July 12, 2018 related to the Adult Center. Councilor Moore was the second. A voice vote was 3-0 and the motion passed with Councilor Oropesa being absent.

8. Discussion/Action: Review and Ranking of Enrichment Capital Projects. Juan Fuentes reported on the process for reviewing the projects by the various committees for some departments and identifying those projects to be included in the Infrastructure Capital Improvement List (ICIP). The committee along with staff present reviewed the projects and identified the following to be included in the ICIP list.

- Convention Center
 - #2 HVAC
 - #4 Fencing
- Cemetery
 - Committee deferred list of projects to the full Council.
- Facilities
 - #2 City Hall Deferred Maintenance
- Library
 - #7 Repair and Replace Leaky Roof
 - #13 Library Bookmobile
- Museum

- #5 Museum Store Move, Lobby Renovation and Creation of Family Gallery/Design/Construction
 - #8 New Flooring
- Parks
 - #6 All-Inclusive Park
- Zoo
 - #4 Phase 2 – Prairie and Forest
- Athletics
 - #2 Ball Fields (Design/Construct)
 - #4 Tennis Court Upgrades
- Golf Course
 - Committee deferred list of projects to the full Council.
- Public Affairs
 - #2 Visitor Center LED Sign
 - #4 Visitor Center expansion
- Recreation
 - #6 Adult Center Facelift. Councilor Roebuck recommended this item be increased to \$200,000.
- Transit
 - #10 Bus Stops
 - #11 Security for building and vehicles.

Councilor Roebuck made a motion to recommend to the full council the projects discussed and identified for the ICIP list. Councilor Moore was the second. A voice vote was 3-0 and the motion passed with Councilor Oropesa being absent.

G. PUBLIC PARTICIPATION

None

H. ADJOURNED

The meeting adjourned at 8:06 p.m.

CITY OF ROSWELL
General Services Committee
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Wednesday, October 2, 2019 at 4:30 p.m.

DISCUSSION/UPDATE: Administrative suspension of the sports league player fees for FYE 20

BACKGROUND:

Initiated by: Joe Nebb/Marcus Gallegos

In a previous General Services Committee meeting, Recreation met with a number of leagues to discuss relationships and responsibilities. It was discovered at that time that some leagues were paying the player fees and some were not. There were different justifications on why. Staff offered and General Services Committee agreed that a more thorough review would be done on what is expected by the City and by the Leagues in maintaining the fields and operations of each sport. The goal was to standardize the relationship and treat each group equally.

Joe Neeb has decided to implement an administrative suspension on the sports league player fees to thoroughly review and update the field use policy and create a template agreement for each sports league/association.

CONSIDERATION: Not applicable.

LEGAL REVIEW: Not applicable.

**BOARD AND
COMMITTEE ACTION:** For information only.

**STAFF
RECOMMENDATION:** For information only.

CITY OF ROSWELL
General Services Committee
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Wednesday, October 2, 2019 at 4:30 p.m.

ACTION REQUESTED: Discussion/Update: 2019 Legislative Appropriation (\$450,000) for Carpenter Park Improvements.

BACKGROUND:

Initiated by: Councilor Roebuck/Juan Fuentes/Kevin Dillon

During Infrastructure Committee Meeting (5/20/19), the committee vote tied with the motion to proceed utilizing the grant to plan, design, construct purchase, furnish, equip, and install improvements to Carpenter Park, including splash pad aquatic feature and related equipment.

The item went to the City Council on June 13, 2019 and was approved to proceed with the grant funding for the project. Direction is needed as to whether or not to proceed with soft surfacing within the splash (wet) area or proceed with colored concrete. Direction is also needed whether or not to proceed with a perimeter fence around the splash pad (as the existing site) or proceed with no fencing and leave the splash pad open.

Additional information will be presented at the meeting.

FINANCIAL

CONSIDERATION: Not Applicable.

LEGAL REVIEW: Not Applicable.

BOARD AND

COMMITTEE ACTION: For direction to proceed with soft surfacing and fencing.

STAFF

RECOMMENDATION: For information only.

CITY OF ROSWELL
General Services Committee
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Wednesday, October 2, 2019 at 4:30 p.m.

ACTION REQUESTED: Discussion/Action: Softball Field Netting Project.

BACKGROUND:

Initiated by: Councilor Sanchez/Juan Fuentes/Kevin Dillon

During the General Services meeting of June 26th, staff reported on the issuance of the purchase order for the Softball Netting Project to being the design work. At said meeting, staff estimated that the work would take about a month. As of to date, JHS Engineering has completed the design and drawings. The design package is currently with a contractor to establish a quote.

Additional information will be presented at the meeting.

FINANCIAL

CONSIDERATION: Not Applicable.

LEGAL REVIEW: Not Applicable.

BOARD AND

COMMITTEE ACTION: For information only.

STAFF

RECOMMENDATION: For information only.

CITY OF ROSWELL
General Services Committee
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Wednesday, October 2, 2019 at 4:30 p.m.

ACTION REQUESTED: Bike Rental Pilot Program Proposal

BACKGROUND:

Initiated by: Marcus Gallegos

The Spring River Foundation initiated previous discussions in GS concerning a possible Bike Rental Program in 2018. Marcus Gallegos presented information about the bike rental program in the last GS committee meeting on August 28, 2019. This information presented was research into rental fees, liability, bike paths, and possible costs and income associated with the program. After input from the Spring River Foundation and their commitment to purchase the bikes and pay for maintenance and repairs, the attached proposal is presented for consideration.

CONSIDERATION: Bike Rental Pilot Program Proposal

LEGAL REVIEW: Legal counsel has reviewed and worked with staff to make adjustments to policy as presented.

BOARD AND

COMMITTEE ACTION: Vote to move to full council for consideration.

STAFF

RECOMMENDATION: Recommend proposal to full council for consideration.



PROPOSAL

Recreation

City of Roswell Recreation Department Bike Rental Pilot Program

Rental Days/Hours:

Monday – Saturday	8 am - 6 pm
Sunday	12 pm - 6 pm

Rental Fees:

Adults 18+	\$ 8.00 for 2 hours - \$ 2.00 each additional hour.
Children	\$ 6.00 for 2 hours - \$ 1.00 each additional hour.

*\$ 10.00 late fee applies for bikes returned after 6pm.

Program Details:

- Must be 18 or older to rent
 - Children under 18 must be accompanied by paying adult
- Must present a valid driver's license, credit card, and sign rental agreement and waiver to rent
- Must wear a helmet all times to ride bikes
- Bike usage only permitted on Cielo Grande walking/bike pathway

Program Specifics

- Bike rental program will begin a pilot program beginning in May 2020 and ending October 2020. Continuation of the program will be decided by consumer demand, consumer feedback, and Recreation staff recommendation
- Bikes will be stored at Roswell Recreation & Aquatic Center storage
- All employees must be properly trained in the proper fitting and or adjustments of bikes and helmets to ensure safety of all riders
- All bikes will undergo inspections for damage and safety before and after all rentals
- All bikes will undergo a weekly inspection
- All bikes will undergo a monthly and bi-annual maintenance with a qualified bike shop to ensure proper function.
- Any helmet or bike receiving damage will be pulled from service for repair or disposal.

CITY OF ROSWELL
General Services Committee
Large Conference Room, City Hall
425 N. Richardson, Roswell, NM 88201
Wednesday, October 2, 2019 at 4:30 p.m.

ACTION REQUESTED: Discuss and recommend conceptual approval of the Cielo Grande Master Plan.

BACKGROUND: **Initiated by: William Morris**

The Cielo Grande Sports Complex last officially adopted a master plan in 1996. While there have been other plans proposed, none show the improvements being constructed at the sports complex except for the football/soccer fields. Staff has also been looking to determine if additional space will be needed to accommodate Cielo Grande activities into the future.

The proposed concept plan includes 2, quad baseball fields, dual purpose soccer/football fields, and all-inclusive park, additional access roads, a dog park, and supporting parking areas.

Staff is looking for conceptual approval in order to determine better cost estimates and finalize design work.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not Applicable.

BOARD AND COMMITTEE ACTION: Discuss and provide conceptual approval if appropriate.

STAFF RECOMMENDATION: Discuss and recommend conceptual approval of the Cielo Grande Master Plan.

CITY OF ROSWELL
General Services Committee
Large Conference Room, City Hall
425 N. Richardson, Roswell, NM 88201
Wednesday, October 2, 2019 at 4:30 p.m.

ACTION REQUESTED: Discuss and recommend conceptual approval of the Cahoon Park Channel and Pavilion Project.

BACKGROUND: **Initiated by: William Morris**

Following the decommissioning of the Cahoon Pool, City staff has prepared a conceptual plan for the general area that is attempting provide a historical, as well as, recreational enhancement. Attached area a series of plans that show the installation of a new walkway that will include images of previous activities that occurred here. The walkway will also provide a view-scape of the stonework walls and stairs in the area.

The second major structure would be the installation of a concrete flow way no more than 8" deep that would include a small wading pool at the low water crossing. The water would flow around 800 feet and drain into a cistern for later use for irrigation of the old pool site.

The final major structure would be a pavilion located over the old pool site that could be rented out for events, such as marriages.

Staff is looking for conceptual approval in order to determine better cost estimates and finalize design work.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not Applicable.

BOARD AND COMMITTEE ACTION: Discuss and provide conceptual approval if appropriate.

STAFF RECOMMENDATION: Discuss and recommend conceptual approval of the Cahoon Park Channel and Pavilion Project.