

**Regular Meeting of the General Services Committee
Held in the Conference Room at City Hall
January 23, 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 18-55.

B. ROLL CALL

The meeting convened at 4:00 p.m. with Chair Sanchez presiding; Councilors Roebuck and Oropesa being present. Councilor Moore being absent.

Staff Present: Elizabeth Gilbert, Mike Mathews, Laurie Dudek, Monica Garcia, Ruben Esquivel, Kevin Dillon, and Jim Burress.

Guests Present: Allison Penn, Tim Coughlin, Jim Matencci, Rita Kane-Doerhoefer, Larry Connolly and Councilor Barry Foster.

C. APPROVAL OF AGENDA

Councilor Oropesa moved to approve the January 23, 2019, Regular General Services Committee meeting agenda as presented. Councilor Roebuck was the second. A voice vote was 3-0, and the motion passed with Councilor Moore being absent.

D. APPROVAL OF MINUTES

Councilor Oropesa moved to approve the General Services Committee meeting minutes for November 28, 2018. Councilor Roebuck was the second. A voice vote was 3-0, and the motion passed with Councilor Moore being absent.

E. NON-ACTION ITEMS

1. Discuss staff preparations for the Roswell Recreation and Aquatic Center- Mr. Dillon gave an update on the Aquatic Center. Mr. Burress stated staff has been and continues to prepare for the opening of the Roswell Recreation and Aquatic Center facility.

F. ACTION ITEMS

1. Discuss and consider recommendation of the Boys & Girls Club of Sierra Blanca Scope of Services Agreement- Ms. Gilbert discussed the scope of the agreement. The Roswell Boys & Girls Club has been run by the Boys & Girls Club of Sierra Blanca for over a year. Ms. Gilbert stated since taking over the club, many improvements to the facility, operation, and programming have occurred. The attendance to club has almost tripled. While this facility is run and operated by the Boys & Girls Club of Sierra Blanca, it is still owned by the City of Roswell. The club pays rent monthly for use of the facility. As part of the lease agreement, certain conditions must be met, but is broader to include facility requirements and other items. Mr. Coughlin discussed the name change of the Boys & Girls Club of Sierra Blanca. Councilor Oropesa move to amend the contract with the Boys & Girls Club of Sierra Blanca, number 4 to read \$32,000 instead of \$20,000, and add bill quarterly. Councilor Roebuck was the second. A voice vote was 3-0, and the motion passed with Councilor Moore being absent.

Councilor Oropesa move to approve the amended agreement. Councilor Roebuck was second. A voice vote was 3-0, and the motion passed with Councilor Moore being absent.

2. Discuss and provide direction on the Cahoon Park tennis court facility needs- Cahoon Park has a tennis court facility consisting of 6 courts-General Services Committee members asked for further discussion on the tennis court facility. Councilor Roebuck made a motion to table Cahoon Park tennis court and bring back to the February 27, 2019 General Services meeting. Councilor Oropesa was the second. A voice vote was 3-0, and the motion passed with Councilor Moore being absent.
3. Resolution XX-XX: Discuss and consider recommendation for an increase in the Weekend and Overtime Burial Fee at South Park Cemetery- Mr. Esquivel stated South Park Cemetery conducts burial services throughout the week and works with the city's three funeral homes to schedule these services. Services are conducted from 9 to 3 Monday to Friday and 9 to 11 Saturday. Staff is available during this time to conduct services. Currently, any services that occur outside of these hours are charged the Weekend and Overtime Burial Fee in addition to the Open and Close Fee. The Weekend and Overtime Burial Fee no longer covers the expense incurred by the department to come in after hours. Additionally, staff must mobilize equipment and utilize fuel to conduct the services. In the circumstances that after hours services occur, the fee will properly support the activities of the department allowing the Cemetery to continue to provide quality service to the citizens of Roswell. Mr. Esquivel said that due to the size of the increase, the department will work with the funeral homes to accommodate services during normal hours as much as possible. The department will also notify the funeral homes of the change and implement it accordingly. The current weekend and Overtime Burial Fee is \$200. The proposed fee is \$700. This will help to properly support the services being provided by the department when these services are conducted. In the future, the department will review its fees more regularly to ensure the fees are keeping pace with the expenses of the department. Councilor Oropesa move to send Resolution XX-XX to full City Council. Councilor Roebuck was the second. A voice vote was 3-0, and the motion passed with Councilor Moore being absent.
4. Discuss and provide direction on the 2019 General Services Committee meeting schedule- Ms. Gilbert discussed the General Service Committee meeting schedule that outlines each regular meeting of the Committee for 2019. The schedule included adjustments for holidays that impact the schedule. No motion was made and no vote was taken.

G. PUBLIC PARTICIPATION

Rita Kane-Doerhoefer stated Keep Chaves County Beautiful is working with the Boys & Girls Club to educate children.

H. ADJOURNED

The meeting adjourned at 5:08 p.m.