



**CITY OF ROSWELL
GENERAL SERVICES COMMITTEE AGENDA**

Wednesday, November 30, 2016 at 3:30 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. September 28, 2016 Meeting Minutes | 1 |
|---------------------------------------|---|

E. Non-Action Items

- | | |
|--|------|
| 1. Adult Center Operations Update | 2 |
| 2. New Recreation Center Presentation | 3 |
| 3. Convention Center Improvements Presentation | 4-21 |
| 4. Golf Course Operations RFP Nominations | 22 |

F. Action Items

- | | |
|--|-------|
| 1. Large Bus Purchase for Pecos Trails Transit | 23-28 |
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G. Public Participation

H. Adjourn

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: 11-23-16

**Regular Meeting of the General Services Committee
Held in the Conference Room at City Hall
September 28, 2016**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

ROLL CALL

The meeting convened at 3:30 p.m. with Chair Denny presiding and Councilors Henderson, Sandoval and Mackey being present.

Staff present: Tim Williams, Jim Burress, Elizabeth Stark-Rankins, Rod Hogan, Kevin Dillon, Monica Garcia and Lupita Everett.

Guests present: Ralph Brown, Darryl Hodgson, John Franks, George Kneisley, Gary Padilla, Barry Foster, Jane Oldrup, Keith Pacey, Tom Woolworth, Mark Dunn, Bob Pottle, Matt Lee, Bob Thompson, Varney Brandt, Wayne Dotts and Jeff Tucker.

APPROVAL OF AGENDA AND MINUTES

Councilor Sandoval moved to approve the September 28, 2016 General Services Committee meeting agenda as presented and the General Services Committee meeting minutes from August 23, 2016. Councilor Henderson was the second. A voice vote was 3-0 and the motion passed with Councilor Mackey abstaining.

REGULAR ITEMS

RFP 16-010 – Nancy Lopez at Spring River Operations Management. Mr. Williams gave a presentation on RFP 16-010 stating that the current management contract expires on March 1, 2017. The city moved forward by advertising a RFP to invite golf management firms across the country to propose operating the Nancy Lopez Golf Course at Spring River. Five golf management firms applied for the opportunity to manage the contract. All five firms were interviewed by the search committee and scored Kemper Sports Management the highest based on the submitted proposals, qualifications and management fee totals.

Public Participation: Matthew Lee, Ralph Brown, Janie Aldrup, Darryl Hodgson, George Kneisley, Gary Padilla, Bob Thompson, Varney Brandt, Tom Woolworth and Wayne Dotts.

Councilor Mackey moved to send to full City Council RFP 16-010 – Nancy Lopez at Spring River Operations Management. Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

NON-ACTION ITEMS

NONE

PUBLIC PARTICIPATION

Keith Pacey discussed concerns regarding his gunsmith business and requested help with getting his business started.

ADJOURN

The meeting adjourned at 4:37 p.m.

CITY OF ROSWELL
General Services Committee
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Wednesday, November 30, 2016 at 3:30 p.m.

ACTION REQUESTED: Adult Center Operations Update

BACKGROUND: With the closing of the Yucca Recreation Center, all recreation activities have been centralized at the Adult Center. We have lost several employees in the Recreation departments over the last couple months. Rather than immediately replace the positions, the Parks and Recreation Director and Recreation Superintendent reviewed the programming schedule and demand from the public. In this review, streamlining opportunities were identified.

Without affecting planned programming and hiring replacement staff, we can utilize staff more effectively by adjusting the hours at the Adult Center to better accommodate staffing availability and public use of the facility and its programming. The current hours are Sunday to Friday from 7AM to 9PM and Saturday from 10AM to 9PM. The new hours will be Monday to Friday 7AM to 9PM, Saturday 12PM to 7PM, and closed on Sundays. These new hours will become effective December 5.

We will continue to analyze the effectiveness and popularity of programming of the Recreation departments to ensure the highest impact to the citizens and best utilization of staff and resources.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not applicable.

BOARD AND COMMITTEE ACTION: None at this time. This is an update item.

STAFF RECOMMENDATION: Not applicable.

CITY OF ROSWELL
General Services Committee
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Wednesday, November 30, 2016 at 3:30 p.m.

ACTION REQUESTED: New Recreation Center Presentation

BACKGROUND: Present information regarding the new recreation center project, funding options, and operational details.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not applicable.

BOARD AND COMMITTEE ACTION: None at this time. This is an informational item.

STAFF RECOMMENDATION: Not applicable.

CITY OF ROSWELL
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ACTION REQUESTED: Convention Center Improvements Presentation

BACKGROUND: Present information regarding the Convention Center Improvements project.

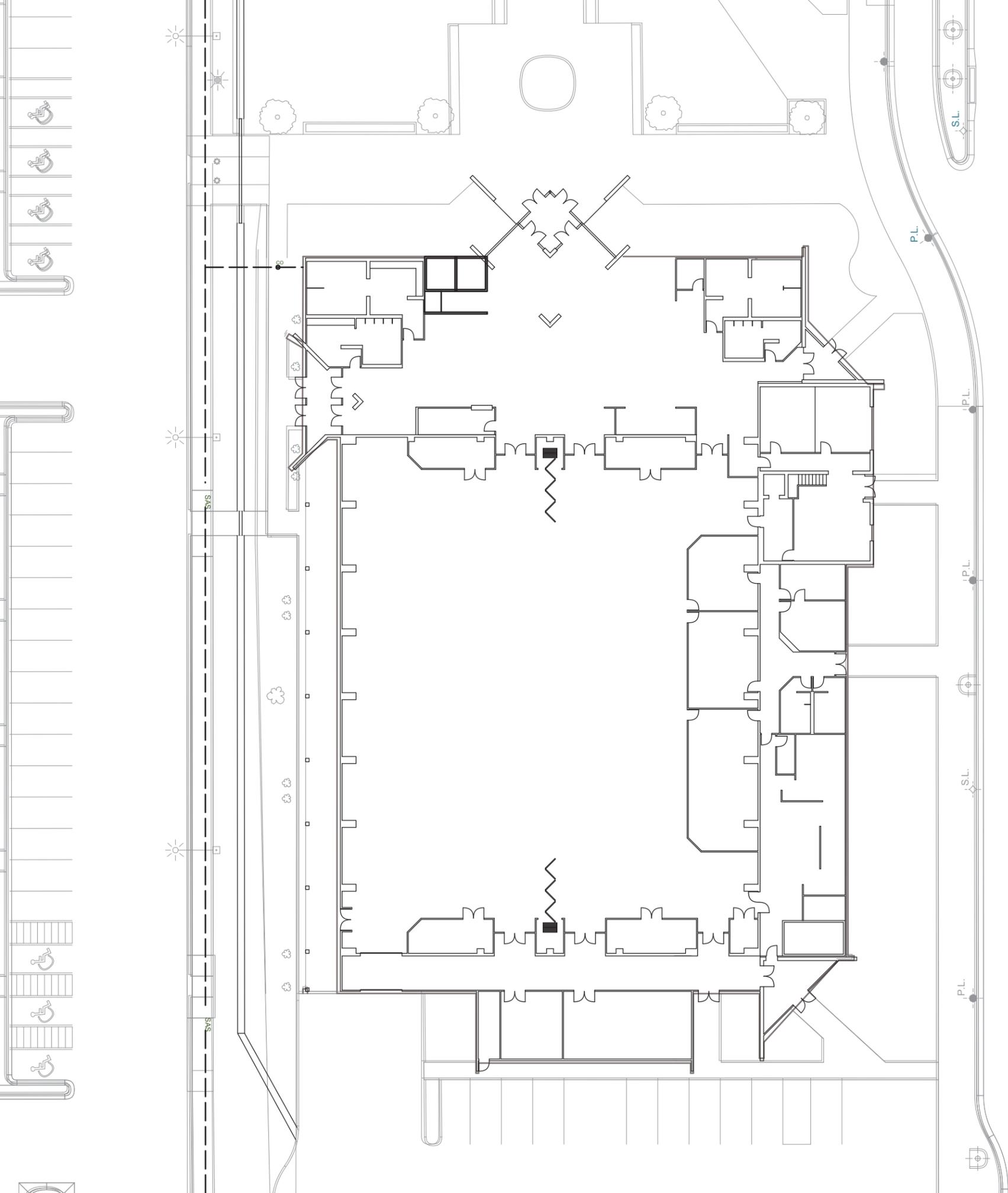
FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not applicable.

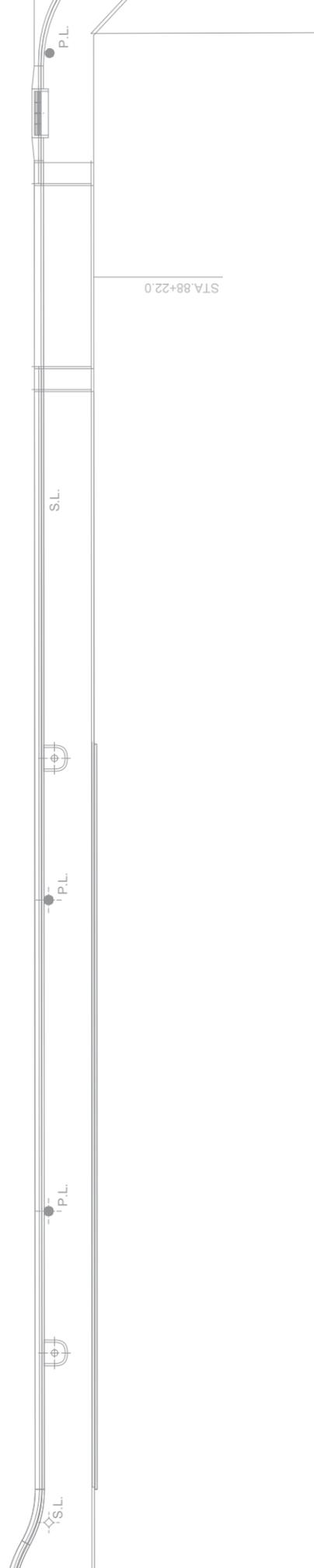
BOARD AND COMMITTEE ACTION: Not applicable. This is an update item.

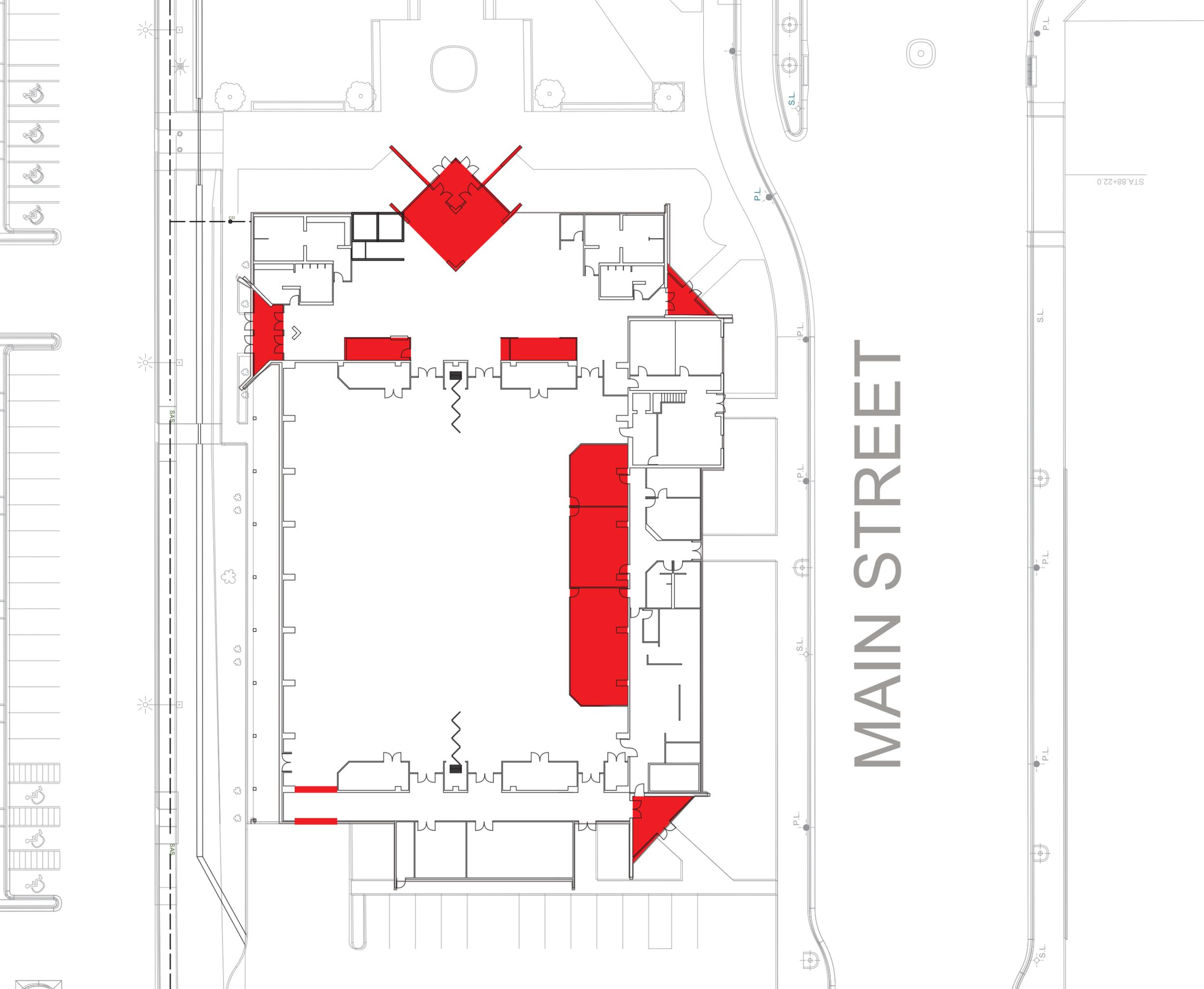
STAFF RECOMMENDATION: Not applicable.

**ROSWELL CONVENTION AND CIVIC CENTER
NOVEMBER 21, 2016**



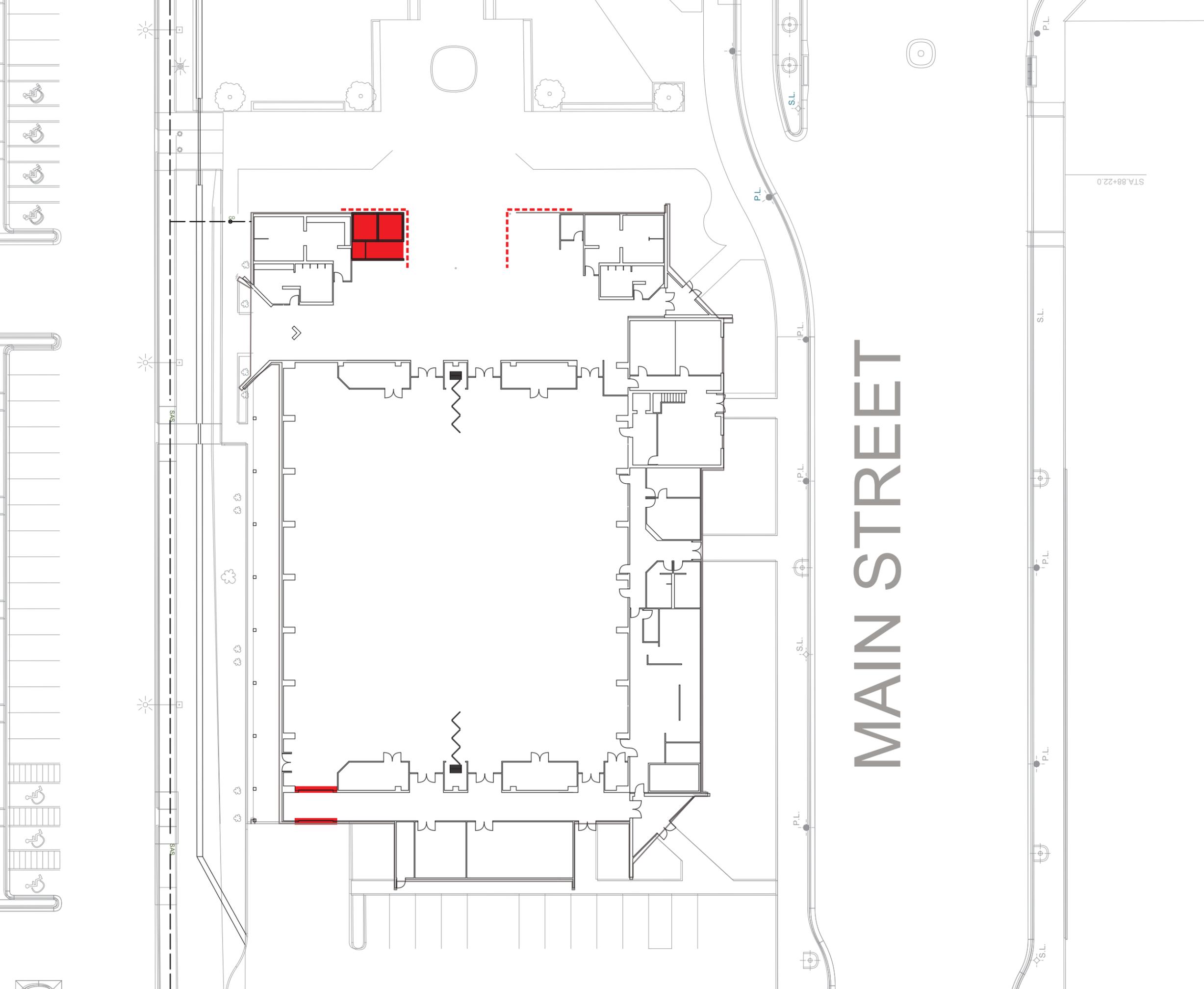
MAIN STREET





MAIN STREET

STA. 88+22.0



NORTH SPRING RIVER

30 Inch Sewer

Utility Easement

RICHARDSON AVENUE

MAIN STREET

MAIN STREET

TENTH ST

NINTH STREET

NORTH SPRING RIVER

8-10 ft CLEAR

30 Inch Sewer

BUILDABLE AREA

RICHARDSON AVENUE

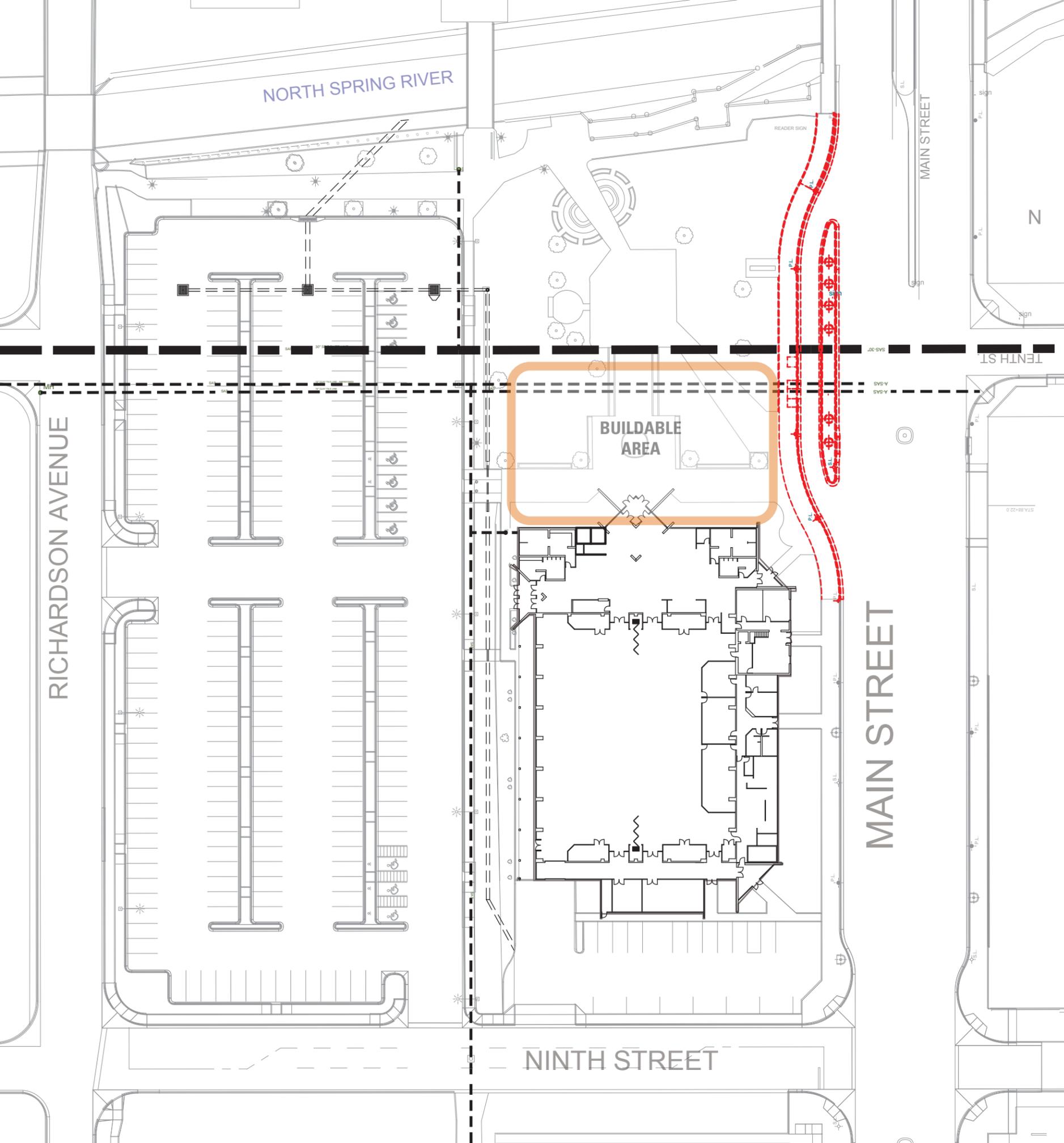
MAIN STREET

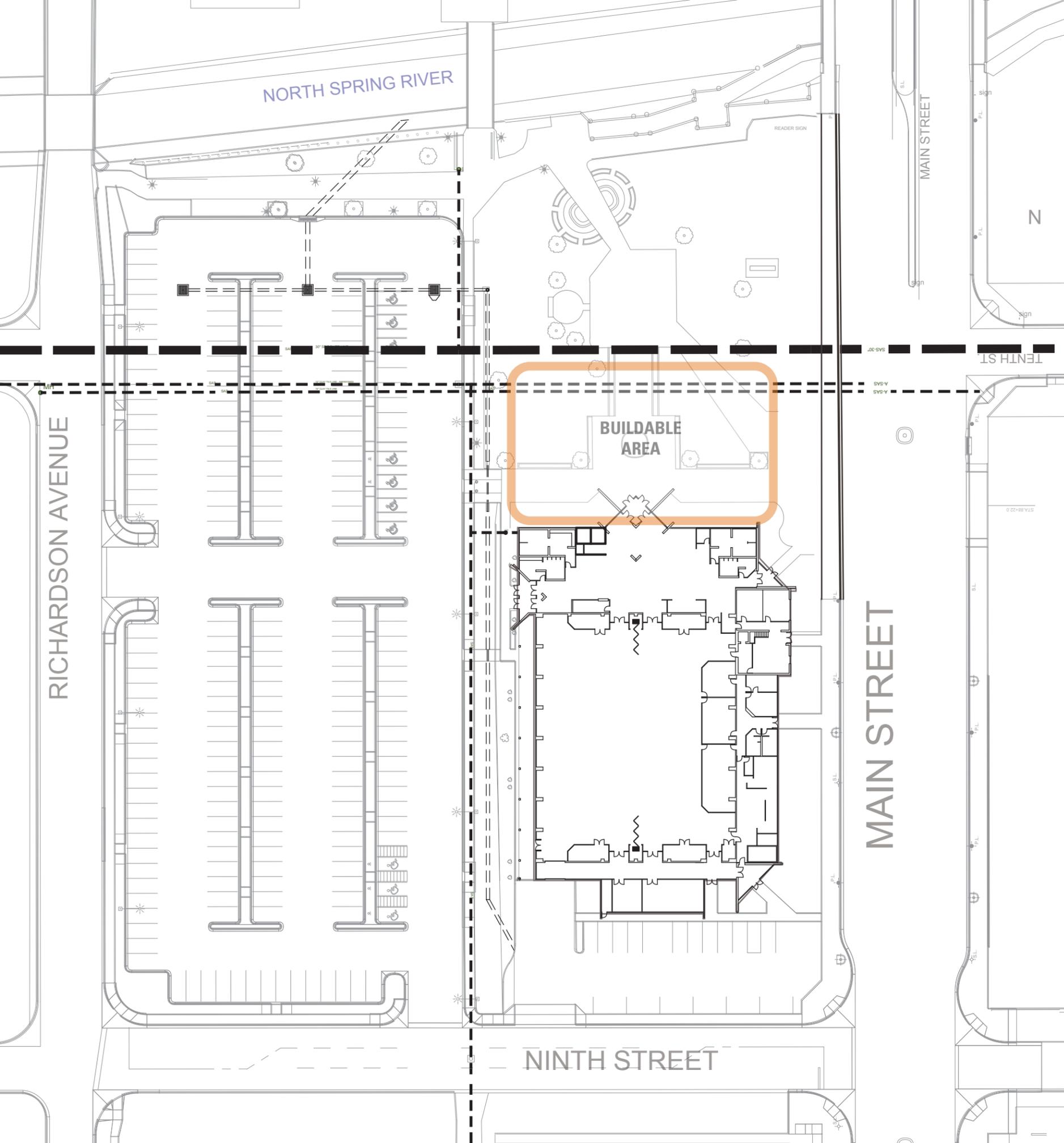
NINTH STREET

MAIN STREET

N

TENTH ST





NORTH SPRING RIVER

MAIN STREET

N

TENTH ST

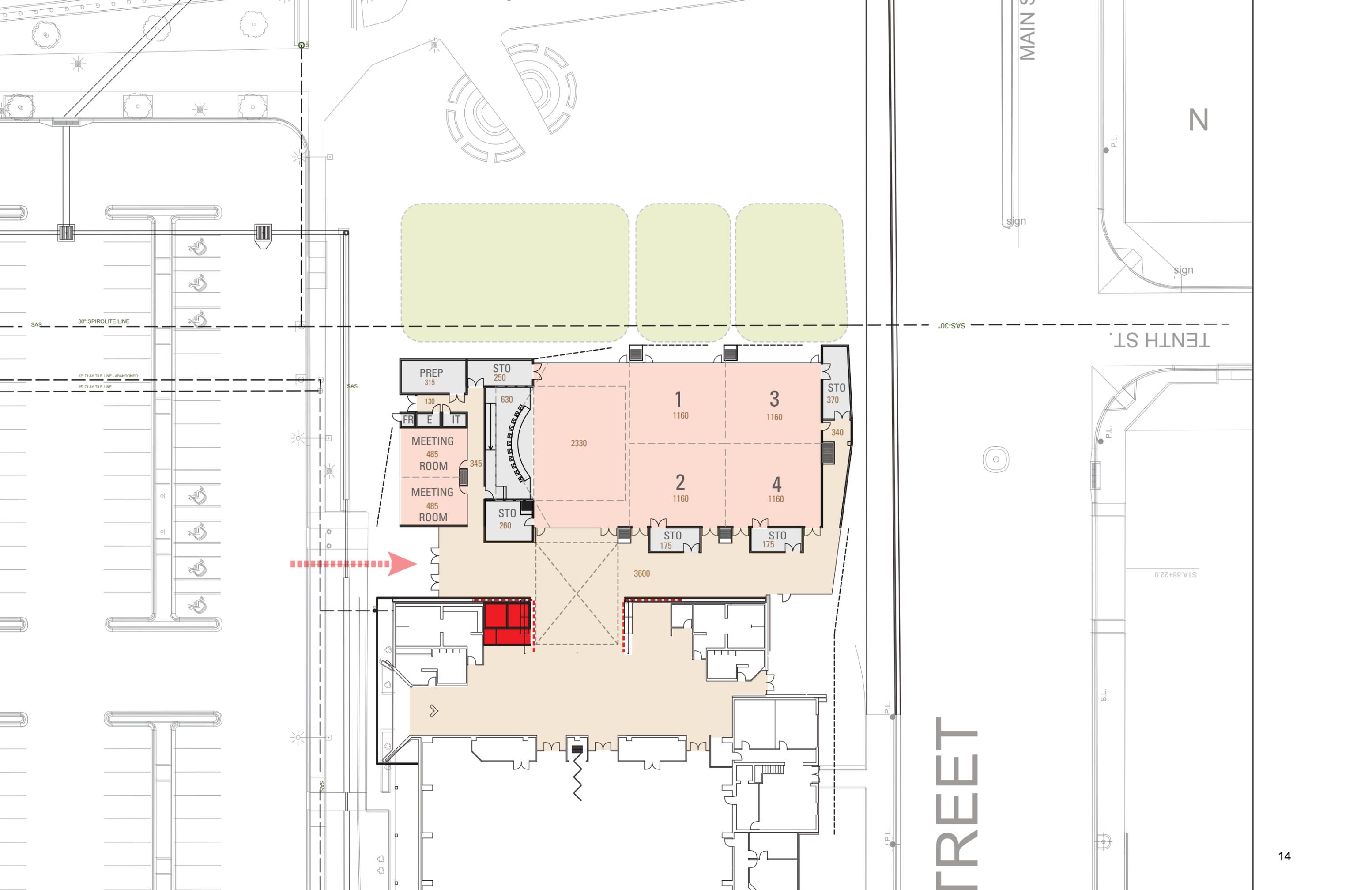
RICHARDSON AVENUE

BUILDABLE
AREA



MAIN STREET

NINTH STREET



MAIN S

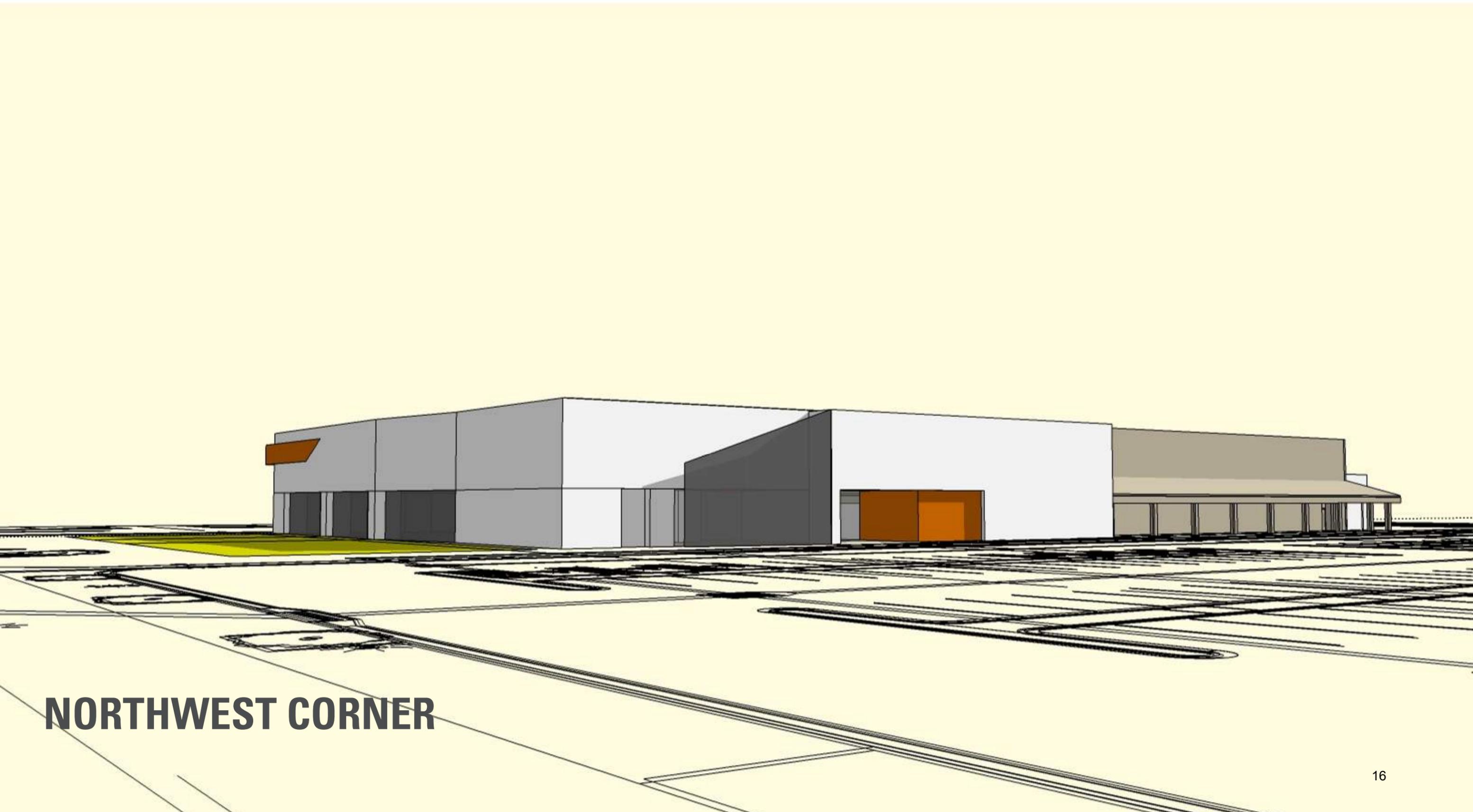
N

TENTH ST.

TREET



WEST ENTRY



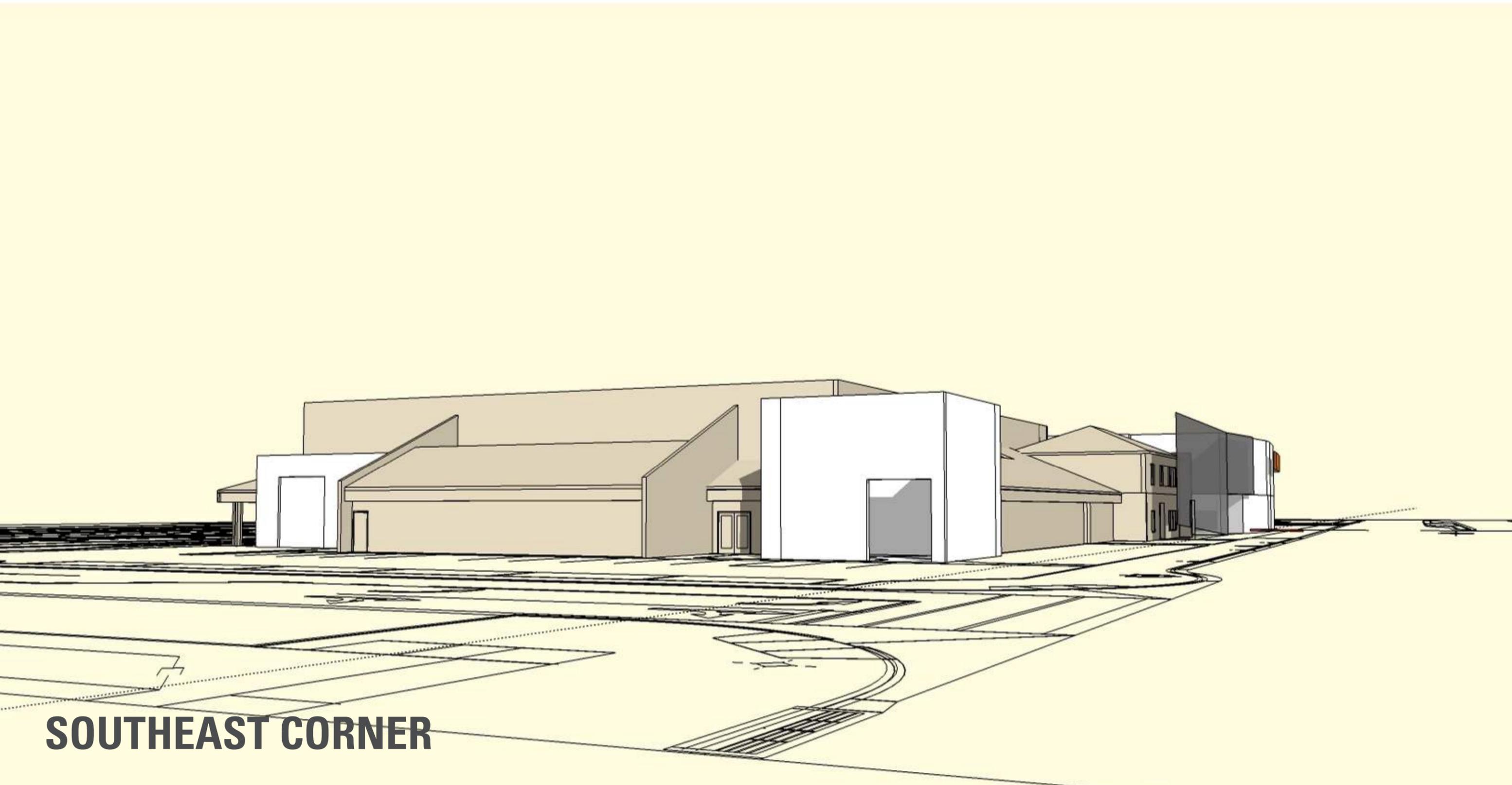
NORTHWEST CORNER



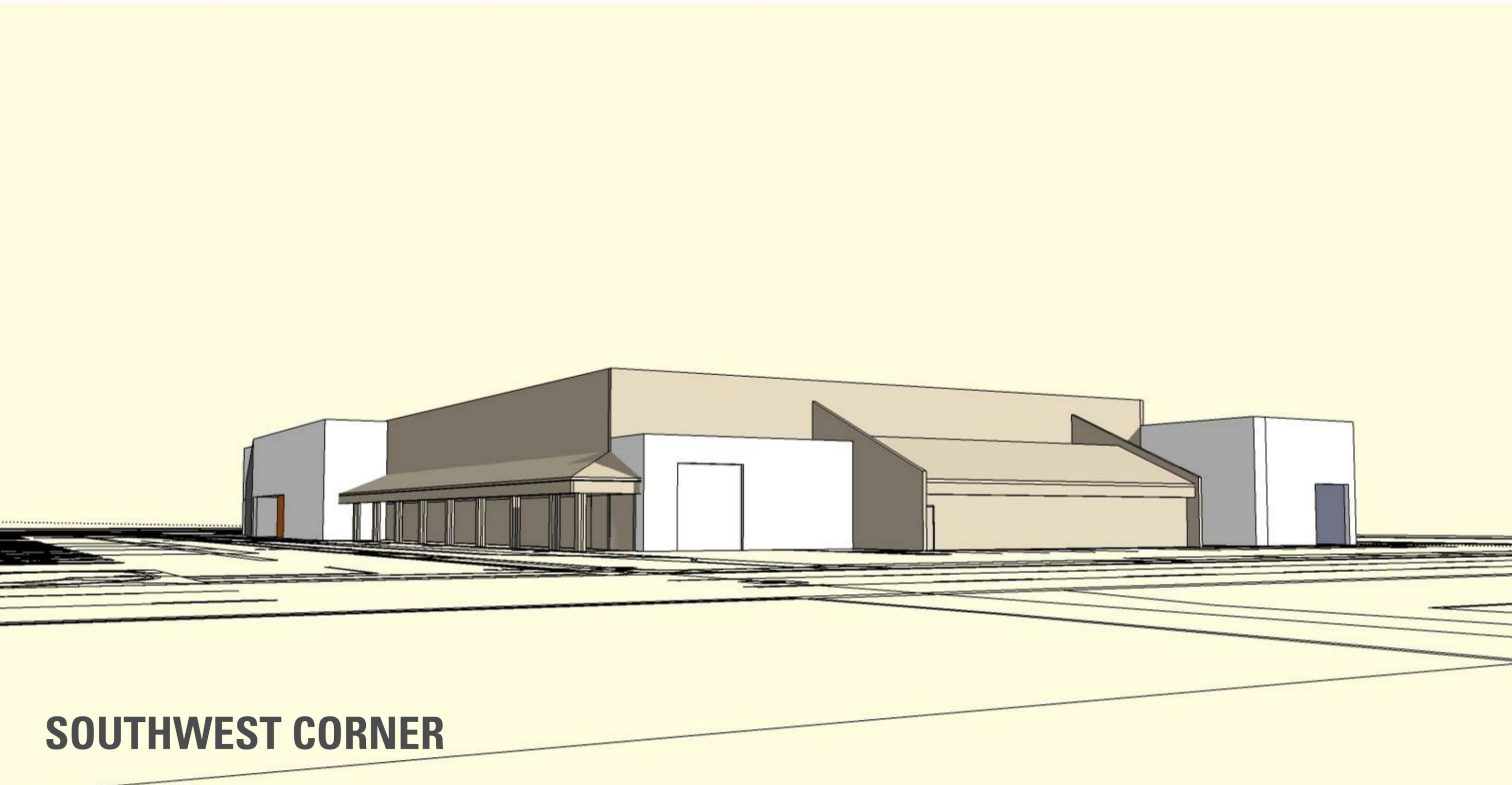
NORTHEAST CORNER



EAST ELEVATION



SOUTHEAST CORNER



SOUTHWEST CORNER



NE CORNER ON MAIN STREET

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ACTION REQUESTED: Golf Course Operations RFP Nominations

BACKGROUND: We are preparing the RFP to go out for the Golf Course Pro Shop Operations. As part of the new review committee, Council asked that outside entities be involved. The Mayor has nominated an individual from the community and the Parks and Recreation Commission has also nominated a representative. Staff will continue to participate in the review as well.

We anticipate the RFP going out in December/January with the recommendation from Council decision no later than February. This will allow time for the contract to be renewed by March.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not applicable.

**BOARD AND
COMMITTEE ACTION:** Not applicable. This is an update item.

**STAFF
RECOMMENDATION:** Not applicable.

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ACTION REQUESTED: Large Bus Purchase for Pecos Trails Transit

BACKGROUND: Annually, the Pecos Trails Transit receives funding from the Department of Transportation to support the costs of purchasing replacement vehicles. This funding is requested a year prior to the award each October. The FY17 budget planned for the purchase of a small bus and a van using this funding. However, the need is in a larger bus for the Main Street routes.

Danny Renshaw, Fleet Manager, has reviewed the equipment and recommends that a large bus be purchased in lieu of what was planned in the budget. Anna Aragon, Transit Director, is requesting support for this purchase.

FINANCIAL CONSIDERATION: Funding for this project will be split in the following manner: 80% DOT grant and 20% City funding. \$16,000 was already budgeted for equipment purchases, but the amount needed for 20% is \$22,000, leaving a shortfall of \$6,000. Finance Committee will review and approve the budget adjustment pending the recommendation from this Committee.

The purchase will be made through the NMDOT State Price Agreement as is standard practice for these purchases.

LEGAL REVIEW: Not applicable.

BOARD AND COMMITTEE ACTION: Consider approval of large bus purchase instead of small bus and van.

STAFF RECOMMENDATION: Approve purchase as presented.



NMDOT CONTRACT

State Price Agreement #60-000-15-00015

Preparer: Gary R. Guinn

BASE MODEL

Unit Price

Arboc SOF 20-2	Base Model Starting Price: \$95,864.00
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Additional Options: \$5,042.75

Published Options: \$8,265.00

Base Model Info:

Vehicle Length	Lift Position	Wheelchair positions	Number of Passenger Seating
336"	Front	2	20

Subtotal: \$109,171.75

Adjusted Model Info:

Vehicle Length	Lift Position	Wheelchair positions	Number of Passenger Seating
336"	Front	2	23

Sales Tax: \$0.00

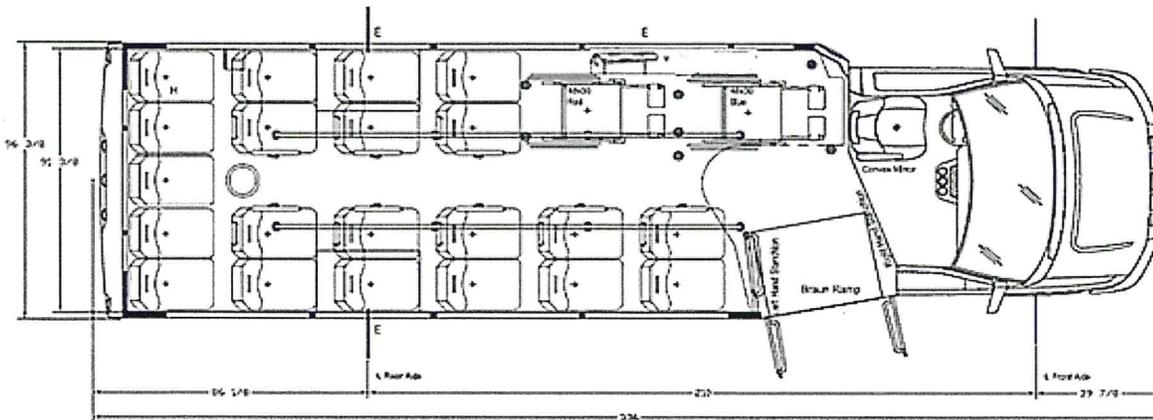
Total per Unit: \$109,171.75

Quantity: 1

Total: \$109,171.75

Proposal For:	City of Roswell		
Contact:	Anna Aragon & Juan Saenz		
Delivery Address:	425 N Richerdson Ave, Roswell, NM 88201		
Office:	575-624-6766	Mobile:	575-910-8428
Email:	a.aragon@roswell-nm.gov j.saenz@roswell-nm.gov		

Floorplan





Included Options

Creative Bus Sales

Arboc SOF 20-2
Chassis - 02
Black Steel Bumper
Driver Side Running Board - 12" w/o wing
Front Mud Flaps
Mor Ryde Suspension System
Dealer Provided Chassis (includes Chassis PDI)
NEED DEALERSHIP RELEASE CODE
Mirrors - 03
Interior Convex Mirror
Manual Velvac Mirrors door mounted
Rear Window Fresnel Lens
Windows - 04
Solid Framed Windows
Rear Window 24 x 60 Egress
Extra Std Egress window front Drvr Side (183", 191", 210" WB) **in addition to std egress windows over wheel well positions in all wheelbases
Exterior - 05
Side Turn Marker Lights
Rear Center Brake Light
Ext Light at entry door
Interior Lights on w/door opening
Door/Hatch/Luggage - 06
Rear door (Outside Key Lock, Inside Manual Locking Lever) w/2 windows and door alarm, exit led light (NO SIDE WINDOWS)
Add'l Side Windows by rear door
REAR DOOR ALARM PACKAGE (Audible & flashing switch on console if door is unlatched or open, will only go out of Park if the door is shut and unlocked)
OH Driver Storage Compartment Box w/key lock door
Electrical - 07
Alarm Backup
Auxiliary Battery, Compartment w/Tray & Door
Rotary Disconnect Switch
Fast Idle
Under Hood Lite (Each)
Audio - 08
AM/FM/CD w/4 Speakers Jensen PA Ready
Interior Environment - 09
ACC - A/C 60,000 BTU TropiCool TC4516 Roof Mount Evaporator / Condenser Combo Unit TM16 compressor
Heaters
65K BTU Heater Low Profile - rear
Engine Block Heater
Aux. Defroster Fan



Included Options

Creative Bus Sales

Interior - 10
LH Entry Stanchion w/Grab Handle
RH Entry Stanchion w/Grab Handle
Ceiling Grab Rail (2)
Driver Stanchion W/Modesty Panel & Plexiglass
Vinyl Board w/Azdel Ceiling
Vinyl Board w/Azdel Interior Walls
Seating - Driver - 11
Recover Prices for OEM/G2E Evolution Driver's Seat - Fabric Code Required
OEM Driver Seat Recover-Level 2
Seating - Passenger - 12
<i>Freedman Seats - Featherweight</i>
Mid High Double Seat
Seating - Accessories - 13
Grab Handle at top of seat back-black padded Mid/Low Back Seats
USR Double Under Seat Belt
Seating Trim levels - 14
Seat Cover - Level 1
Safety - 15
Safety Kit, includes 5lb fire extinguisher, 16 Unit First Aid Kit & triangle kit
ADA - 16
Q'Straint Q8300-A-SC3 (Slide & Click) 4 Max Retractors (Q8-6209-SC) 1 - Retractable Shoulder Belt Reel (Q5-6415-RET-ASL) Regular lap belt w/ pin connector (Q8-6325)
ADA Decals (included in tiedown kit)
Wheelchair Decal (included in tiedown kit)
Entry Ramp w/Intermotive - Braun 34" x 62"
Dealer Add On Options - 19
Complete Set of Extra Fuses
Freight



Published Options

Qty	Description	Cost	Ext Cost
	(7) Optional Suspension		
1	C. Other (e.g., Mor-Ryde, etc.) Front Suspension Shims raise 3/4" from stock	\$500.00	\$500.00
-	(25) Antenna ground plane, minimum 18 "square or 18" diameter for UHF, 40" for VHF x 1/16" thick steel plate, attached to roof of body. Customer to supply antenna		
1	40"	\$190.00	\$190.00
	(46) Grab Rail		
5	C. Standee loops attached to ceiling grab rails	\$25.00	\$125.00
	(85) Bus Camera System		
1	REI 4 Camera	\$2,900.00	\$2,900.00
	(87) Fare Boxes		
1	G. Diamond D & 1 vault w/pole	\$1,700.00	\$1,700.00
	(93) Miscellaneous		
1	C. Rear Backup View Camera/Monitor	\$450.00	\$450.00
1	A. Delivery/freight charge from Bus Manufacturer to Albuquerque, NM.	\$2,000.00	\$2,000.00
200	B. One-way delivery cost, per mile, from Vendor to Recipient's destination(price should include cost for one	\$2.00	\$400.00
			\$8,265.00



Qty	Part #	Description	List Price	Ext Price
SOL & SOM OPTIONS				
1	ARB-35	Remote/Htd Velvac door mounted	\$391.00	\$391.00
1	ARB-40	Window behind Driver	\$0.00	\$0.00
1	ARB-69	Roof Hatch - Transpec Econo #1976	\$235.75	\$235.75
1	ARB-79	Sportworks 2 Bike Rack	\$2,012.50	\$2,012.50
1	ARB-98	Destination Sign Twin Vision Mobilite Front Only	\$2,386.25	\$2,386.25
4	ARB-105	Egress Window Lights (match # of Egress Windows)	\$0.00	\$0.00
1	ARB-111	Ext Door Toggle Switch	\$0.00	\$0.00
1	ARB-113	Ramp Activation System (includes Ext Ramp Toggle Switch)	\$0.00	\$0.00
1	ARB-229	Double BV Foldaway Seat with notch	\$678.50	\$678.50
-10	ARB-243	USR Double Under Seat Belt	\$138.00	-\$1,380.00
23	ARB-247	Seat Cover - Level 1	\$0.00	\$0.00
1	ARB-264	Body Fluid Clean Up Kit	\$57.50	\$57.50
1	ARB-265	Standee Line w/ Sign White	\$0.00	\$0.00
1	ARB-270	Q'Straint Q8100-A-SC3 (Slide & Click) 4 Deluxe Retractors (Q8-6200-SC) 1 - Retractable Shoulder Belt Reel (Q5-6415-RET-ASL) Regular lap belt w/ pin connector (Q8-6325)	\$603.75	\$603.75
2	ARB-277	SC Wheel Chair restraint - Wall storage	\$28.75	\$57.50
2	ARB-279	ADA Decals (included in tiedown kit)	\$0.00	\$0.00
2	ARB-280	Wheelchair Decal (included in tiedown kit)	\$0.00	\$0.00
				\$5,042.75