

**CITY OF CLOVIS
CIVIC CENTER POLICY COMMITTEE
AGENDA**

**2:00 p.m.
Wednesday, March 15, 2017**

**Clovis Civic Center
801 Schepps
Clovis, New Mexico**

1. Call to Order
2. Roll Call
3. Approval of minutes of regular meeting of December 7, 2016
4. Report regarding Civic Center activities, Misty Bertrand
5. For the good of the order
6. Adjournment

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 the City Clerk at 321 Connelly 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 321 Connelly if a summary or other type of accessible format is needed.

COUNTY OF CURRY)
CITY OF CLOVIS) ss

The Clovis Civic Center Policy Committee met in regular session at 2:00 p.m., Wednesday, March 15, 2017 at the Clovis Center, in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mr. Larry Fry, Chairman
Commissioner Helen Casaus
Mr. Danny Jariwala
Mr. Javier Molina

ABSENT:

Ms. Sharesse Sawyer-Warfel

ALSO PRESENT:

Mr. Larry Fry, City Manager
Ms. Claire Burroughes, Asst. City Manager
Ms. Vicki Reyes, Administration
Ms. Misty Bertrand, General Manager
Mr. Hank Delgado, Civic Center

Mr. Fry called the meeting to order at 2:08 p.m. and established the presence of a quorum.

Agenda Item No. 3 - Approval of minutes

Mr. Jariwala made a motion to approve the minutes of December 7, 2016; Mr. Molina seconded the motion, which passed by acclamation.

Agenda Item No. 4 - Report regarding Civic Center activities

Ms. Bertrand stated since the last meeting they contacted the company to replace the air wall. They have the NM League conference in August and would like to replace it before then. The maintenance and preventive plan was not included in the previous quote. As soon as she gets that she will pass it on to everyone. Other repairs that will be made in the next few months are the handicap doors for \$2,000 and the distribution box will also be replaced. Ms. Burroughes asked if that could be covered under the city's insurance. Mr. Fry asked how much it would cost to replace it. Ms. Bertrand stated between \$1,300- \$1,700. They have that budgeted under their repairs. She stated they would like to have the building painted and the doors fixed.

Ms. Bertrand stated they are working with Pete Wilt to have pictures recovered. They had 20 pictures around the building and need to be replaced. Ms. Burroughes stated they may want to change some of the photographs. Hollands printed the pictures on paper and has worked well all these years. She stated they could get more historical society photos for them to pick from. Ms. Bertrand stated she would speak with Ms. Hinchee regarding some photos. Mr. Jariwala asked if they could get a quote to put the photos on canvas. Ms. Burroughes stated they may want to switch pictures too. Mr. Molina asked how long the pictures lasted. Ms. Burroughes stated 10-11 years.

Mr. Jariwala asked if they have a timeframe for the wall if it is approved. Ms. Bertrand stated they could have it finished in two days. Mr. Fry stated they made a motion at the last meeting so they could add it to the regular budget or non-recurring.

Ms. Bertrand stated they will have their fifth Murder Mystery Dinner which is a two-night event. They will have a Special Hearts Prom for the special needs community. They were able to pay for the event through donations and have the food donated as well. Monarch Formals will be donating dresses and there is someone doing hair and makeup prior as well. The Home and Garden Show will be April 1st and 2nd. There is another MMA fight in June and the Mother's Day Brunch again as well. They will also host the ROTC Ball in September.

Ms. Bertrand stated the previous sales manager has resigned so she will be looking to hire for that position.

Mr. Molina asked how attendance is for the murder mystery dinners. Ms. Bertrand stated they have sold out every one that they've had except for the one tomorrow, but only have 30 tickets left. They were \$20,000 in the black for December and \$500 in the black for January. They should be \$40,000 under budget after the repairs. Ms. Burroughes asked how much they have in budget for repairs. Ms. Bertrand stated combined about \$40,000 for overall and kitchen which is two separate line items. Ms. Burroughes stated when the civic center opened one of the concerns of the commission was that it was kept to the standard that they expected. Mr. Jariwala stated everything needs repairs so prevention is better than cure. He stated they need an asset management log. Ms. Bertrand stated they do now with most of their contracts.

Ms. Burroughes stated the doors on the restrooms don't stay shut. Ms. Bertrand stated she would look into it.

Ms. Bertrand stated she came up with an idea for the City Christmas Party. The fundraiser idea she came up with were the indoor cornhole tournaments. They would just have to put together a tournament and the money could be put into a fund to fund a Christmas party for city employees. Mr. Fry stated that is something they need to look into and discuss further.

Agenda Item No. 4 - Report regarding Civic Center activities

Ms. Burroughes asked if the sound system was okay. Ms. Bertrand stated they have not had any issues. They replaced some cables at the advice of IT. Ms. Burroughes asked if they had video cameras in the facility. Ms. Bertrand stated they did have some, but need to be replaced and they are having issues with the security system. She has spoken with Paul Nelson to get her quotes for the cameras and to be able to record. Ms. Burroughes stated she would check on the status of the quotes.

Agenda Item No. 5 - For the good of the order

None.

Agenda Item No. 6 - Adjournment

There being no further business to come before the committee the meeting adjourned at 2:38 p.m.

**CITY OF CLOVIS
CIVIC CENTER POLICY COMMITTEE
AGENDA**

**3:00 p.m.
Monday, June 5, 2017**

**Clovis Civic Center
801 Schepps
Clovis, New Mexico**

1. Call to Order
2. Roll Call
3. Approval of minutes of regular meeting of March 15, 2017
4. Discussion and approval regarding pictures for the Civic Center
5. Report regarding Civic Center activities, Misty Bertrand
6. For the good of the order
7. Adjournment

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 the City Clerk at 321 Connelly 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 321 Connelly if a summary or other type of accessible format is needed.

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Clovis Civic Center Policy Committee met in regular session at 3:00 p.m., Monday, June 5, 2017 at the Clovis Civic Center, in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mr. Tom Phelps, Chairman
Commissioner Helen Casaus
Mr. Danny Jariwala
Mr. Javier Molina
Ms. Sheresse Sawyer-Warfel

ALSO PRESENT:

Ms. Claire Burroughes, Asst. City Manager
Ms. Misty Bertrand, General Manager
Ms. Jessica Banister, Sales Manager
Ms. Ruby Santos, Event Manager

Mr. Phelps called the meeting to order and established the presence of a quorum.

Agenda Item No. 3 - Approval of Minutes

Mr. Jariwala made a motion to approve the minutes of March 15, 2017; Ms. Sawyer-Warfel seconded the motion, which passed by acclamation.

Agenda Item No. 4 - Discussion and approval regarding pictures for the Civic Center

Ms. Bertrand stated she spoke with Randy Holland, who printed the pictures 11 years ago with the assistance of Pete Wilt. He informed Ms. Bertrand that the frames were made to fit the photos that were selected 11 years ago so they would have to use the same ones or get new frames. It is her recommendation that they have Mr. Holland redo the photos. Ms. Burroughes stated when the building was first constructed the Civic Center Policy Committee chose the photos. Ms. Bertrand stated it is up to the committee to determine if they want to keep the original photos or if they would like to move forward with the project and choose new photos, but then they will have to add on the cost of new frames. Mr. Jariwala made a motion to use the same pictures; Mr. Molina seconded the motion, which passed by acclamation.

Agenda Item No. 5 - Report regarding Civic Center activities

Ms. Bertrand stated they are fully staffed and have hired a new operations manager, Mike Turvey and a sales manager, Jessica Banister. The air wall was approved by the city commission four weeks ago. She got three quotes submitted to Ms. Melancon and the original quote for \$49,144 was the lowest cost so they will be moving forward with that. She will get the purchase order ready for Continental Partition out of Denver and the replacement should take a day and a half at the most. They are also repairing the garbage disposal and possibly the bathroom doors.

Ms. Bertrand stated the prairie dogs have tripled in numbers and they are getting very close to the building. They are constantly filling the holes and trying to figure out how to get them off of their land. Ms. Burroughes stated vector control with city is handling that as well.

Ms. Bertrand stated they have had nine murder mystery dinners since February 2014, had 1,270 in attendance and generated \$37,290 in revenue. They held the Special Hearts Prom on March 25 and that was an event the staff put together in honor of finance manager Rhonda Goyne's son who passed away a year ago. They had 70 special needs citizens that attended and will hold this event again next year on March 24, 2018. One of the big events coming up is the MMA event on June 17. They have had three sporting events, two MMA and one boxing. There were over 2,000 in attendance and generated just over \$30,000 for the MMA and \$4,000 for boxing. Ms. Bertrand introduced Ms. Ruby Santos, Event Manager, who will be fighting at this event. Ms. Santos stated it was a local gym promoting the event and had local sponsors.

Ms. Bertrand stated the Women's Expo will be August 5. Ms. Banister stated they are focusing heavily on art this year. Boutique Air will sponsor the WIN Program and will give away an all expense paid trip to Dallas to the Ultimate Women's Expo. They will also have pop up paint lunch parties starting in a few weeks, where they will paint rocks to raise money for WIN. They hope to start a karaoke car initiative where they will be asking businesses sing karaoke in a vehicle. Ms. Sawyer-Warfel asked if they thought about pausing the booths while the panel speakers are speaking. Ms. Bertrand stated they have taken that into consideration.

Ms. Bertrand stated the NMML Annual Conference is 9 1/2 weeks away. They are ending their fiscal year on June 30th and are projected to come under the budget for a total loss between \$275,000 - \$290,000 depending on the repairs from the garbage disposal. They will be looking for sponsorships for the parking lot and the roof. The parking lot is sponsored by Hamilton's and Plateau Plaza is sponsored by Plateau. Ms. Burroughes asked if the committee knew what the agreement was with Plateau and what they paid each year. Ms. Bertrand stated they pay \$7,000 every year to have their name on the plaza as well as two rental discounts throughout the year. She stated they are looking to do something similar with the rooms and the parking lot.

Ms. Burroughes asked if they had a weed contract with anyone for the landscaping. Ms. Bertrand stated they have been doing it in house. Ms. Burroughes asked how that was working. Ms. Bertrand stated it was better now that she has a landscaping manager that works in the summer for 15-20 hours a week.

Ms. Burroughes asked if they were doing anymore painting inside the building. Ms. Bertrand stated they need to look at that and it will be more cost effective if it they do it in house. She stated she would look into that next and get quotes.

Mr. Jariwala asked Ms. Bertrand if she found anything about a maintenance contract for the air wall. Ms. Bertrand stated the company will have preventative maintenance. Mr. Jariwala stated they want to make sure there is a warranty there.

Agenda Item No. 6 - For the good of the order

None.

Agenda Item No. 7 - Adjournment

There being no further business to come before the committee Commissioner Casaus made a motion to adjourn; Ms. Sawyer-Warfel seconded the motion, which passed by acclamation.

Chairman

SEAL
(ATTEST)

City Clerk

**CITY OF CLOVIS
CIVIC CENTER POLICY COMMITTEE
AGENDA**

**3:00 p.m.
Tuesday, October 10, 2017**

**Clovis Civic Center
801 Schepps
Clovis, New Mexico**

1. Call to Order
2. Roll Call
3. Approval of minutes of regular meeting of June 5, 2017
4. Report regarding Civic Center activities, Misty Bertrand
5. For the good of the order
6. Adjournment

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 the City Clerk at 321 Connelly 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 321 Connelly if a summary or other type of accessible format is needed.

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Clovis Civic Center Policy Committee met in regular session at 3:00 p.m., Tuesday, October 10, 2017 at the Clovis Civic Center, in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mr. Justin Howalt
Commissioner Helen Casaus
Mr. Javier Molina
Ms. Sheresse Sawyer-Warfel

ABSENT:

Mr. Danny Jariwala

ALSO PRESET:

Ms. Vicki Reyes, Asst. City Clerk
Ms. Misty Bertrand, General Manager
Ms. Ruby Santos, Event Manager
Ms. Rhonda Goyne, Finance Manager
Mr. Steve Reshetar, Executive Chef
Mr. Mike Turvey, Operations Manager

Mr. Howalt called the meeting to order at 2:59 p.m. and established the presence of a quorum.

Agenda Item No. 3 - Approval of Minutes

Commissioner Casaus stated on page 2, line 1 it should read "the prairie dogs have tripled in numbers". Mr. Molina made a motion to approve the minutes of June 5, 2017 as presented; Commissioner Casaus seconded the motion, which passed by acclamation.

Agenda Item No. 4 - Report regarding Civic Center activities

Ms. Bertrand stated they had their 3rd MMA fight and hosted the NMML Conference, which they had been planning for three years. Commissioner Casaus stated they received a lot of positive response. Ms. Bertrand stated they helped with the candlelight vigil and hosted toddler time and preschool hours for the library after the shooting. The Pregnancy Resource Center Banquet served 600 people in under 30 minutes.

They will host another murder mystery dinner on October 28th and 29th which will be a sci-fi theme. The Holiday Bazaar will be November 11th and 12th and Ruffles and Rust Show will be November 17th and 18th. They also have holiday parties booked from November through February.

In July they renewed the management contract with Spectra and the City of Clovis for four years. Mr. Howalt stated it was a one year contract with three available renewals. Ms. Bertrand stated they have been working on the operations manual and have been conducting the training for that. They are working with multiple companies to replace the emergency generator. They have worked with almost every electrician in town and Norris Electric seems to have the most know how. Mr. Howalt asked if they were repairing it. Ms. Bertrand stated they will probably have to replace it. Mr. Turvey stated they

are not sure what it is going to cost to fix it. Norris asked for an open purchase order and the civic center was trying to find a way around doing that. Ms. Bertrand stated they don't have an estimate at this point though to prepare a work order. They have been meeting with Ms. Burroughes monthly to work through all of these issues. They have put a down payment on the air wall and as soon as it is built they will install it. Mr. Molina asked if it was operational. Mr. Reshetar stated part of it was broken. Mr. Howalt asked if there was a maintenance schedule. Ms. Bertrand stated there will be with the new one and they will train staff on how to properly use it. They would like to continue having the side rooms painted since they did start on some before the NMML Annual Conference. Ms. Goynes and herself are working on the annual report for fiscal year 16/17 and she has her report to the City Commission on October 19th.

Ms. Bertrand stated Mr. Reshetar has been with the Civic Center for four years. He has worked with keeping food costs low and is a great member of the team, but is leaving to open his own restaurant. Mr. Reshetar stated it has been his dream to open his own restaurant. Ms. Bertrand stated in the next couple of weeks they will bring in a couple of candidates.

Commissioner Casaus asked if the sound system was fixed. Ms. Bertrand stated the issues they were having have been addressed. She stated once municipal court is completed they will have new security cameras installed by IT. She stated they are having issues with the paging system but IT is working on that as well.

Mr. Howalt asked if the annual report was a requirement in their contract. Ms. Bertrand stated it was and says that it should be done semi annually. Mr. Howalt asked to set a schedule for the annual reports. Ms. Sawyer-Warfel asked what the meetings with Ms. Burroughes were about. Ms. Bertrand stated they are regarding improvements to the facility.

Mr. Howalt asked if this committee had been meeting regularly. Ms. Bertrand stated they had been meeting quarterly, but then Ms. Burroughes was on vacation and they decided to wait until the new city manager was in place.

Agenda Item No. 5 - For the good of the order

None.

Agenda Item No. 6 - Adjournment

There being no further business to come before the committee the meeting adjourned at 3:15 p.m.

Chairman

SEAL
(ATTEST)

City Clerk