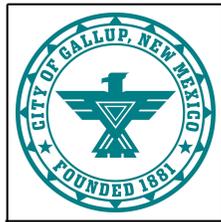


## AGENDA

### GALLUP CITY COUNCIL REGULAR MEETING TUESDAY, JANUARY 28, 2020; 6:00 P.M. CITY COUNCIL CHAMBERS



Jackie McKinney, Mayor

Linda Garcia, Councilor, Dist. 1     Allan Landavazo, Councilor, Dist. 2  
Yogash Kumar, Councilor, Dist. 3     Fran Palochak, Councilor, Dist. 4

Maryann Ustick, City Manager  
Curtis Hayes, City Attorney

#### A. **Pledge Of Allegiance**

The members of the body and the public are invited to recite the Pledge of Allegiance.

#### B. **Roll Call**

#### C. **Approval Of Minutes**

Special and Regular Meetings of January 14, 2020

Documents:

[DRAFT MINUTES JAN 14 2020 SP WORK SESSION.PDF](#)

[DRAFT MINUTES JAN 14 2020 REG MTG.PDF](#)

#### D. **Presentation And Information Items**

##### 1. **Presentation Of Event Economic And Marketing Analysis Results By Southwest Planning**

Rachelle Howell, Managing Partner and CEO of Southwest Planning, will present a summary of the methodology and results from the three Lodgers Tax grant funded events evaluated so far in FY20: Wildthing Championship Bullriding, Gallup Film Festival and the Red Rock Balloon Rally. Southwest Planning will also be evaluating the 24 Hours in the Enchanted Forest event at the end of the

fiscal year.

Fiscal Impact: None  
Recommendation: None  
Speaker's Name Rachelle Howell

## E. Discussion/Action Topics

### 1. Budget Adjustment For Comcast Cares Grant

The City of Gallup was a proud partner in May of 2019 with many outstanding community members and Comcast to conduct a community cleanup. We have been awarded a grant of \$1939.14 toward future beautification and clean-up projects within Gallup. These projects will be determined by the Solid Waste Department with advisement by the Keep Gallup Clean and Beautiful board.

Staff requests approval for a budget adjustment of the award as revenue and expenditure.

Fiscal Impact: Budget adjustment increase of \$1939.14 in revenue and expenditures toward future cleaning and beautification projects. The funds will be administered by the Solid Waste Department.  
Recommendation: Approval of the Comcast Cares Grant and budget adjustments in the amount of \$1,939.14  
Speaker's Name Jennifer Lazarz

Documents:

[21316-20867257.PDF](#)

### 2. Budget Adjustment For Travel & Adventure Show Grant

The City of Gallup Tourism and Marketing Department has been awarded a matching grant from the State of New Mexico that will be dispersed through an agreement with Tourism Santa Fe for booth fees for the Travel and Adventure Show Series. The focus of the Travel and Adventure Shows is a direct to consumer leisure travel show featuring destinations, similar to an RV or Boat show.

Last year the City participated in the Denver Show for \$3,295 and shared an aisle with Taos Ski Valley, Santa Fe, Farmington, Roswell and Carlsbad. This year, Tourism Santa Fe negotiated a rate of \$3,000 per booth for all state partners that will be matched by the State at 50%. We will be participating in the Denver, Chicago, and Dallas Shows, and will be reimbursed \$4,500 after participating in the shows.

Fiscal Impact: Grant award of \$4,500 in reimbursement for Travel and Adventure Show booth fees.  
Recommendation: Approval of Budget Adjustment in the amount of \$4,500 for the Travel and Adventure Shows Award  
Speaker's Name Jennifer Lazarz

Documents:

2020.TAS\_.INFOGRAPHIC-V1.PDF  
DV19-TAS-EXH-REPORT.PDF  
CO OP NMTD.PDF  
CITY OF GALLUP MEMO.PDF

3. **Ordinance No. S2020-2; Side Street Yard Text Amendment For Corner Lots Within Residential And Commercial Zone Districts**

Ordinance No. S2020-2; Draft language creating new text regulating the side street yard setbacks for corner lots within the RR, SFR, MFRL, MFRM, GC, and HC Zone Districts.

See attached briefing memo.

Fiscal Impact: None.  
Recommendation: Recommendation is for approval of Ordinance No. S2020-2  
Speaker's Name C.B. Strain

Documents:

SIDE STREET YARD SETBACKS TEXT AMENDMENT MEMO CITY COUNCIL.PDF  
SIDE STREET YARD SETBACK TEXT AMENDMENT ORDINANCE NO. S2020-2.PDF  
SIDE STREET YARD SETBACKS TEXT AMENDMENT SIGNED RESOLUTION OF RECOMMENDATION NO. RP2020-2.PDF

4. **2020 CDBG Program Project Selection**

**Summary:** City and NMNWCOC Staff are preparing the City's application for the 2020 Community Development Block Grant funding cycle. To that end, Staff has held two public meetings soliciting public input for our next CDBG project. Minutes of those meetings are provided by attachments (a) and (b).

**Recommendation:** None. City Council needs select the City's next CDBG project.

Publicly proposed projects are summarized by attachment (c). City Council may also propose projects that were not considered at the public meetings.

Fiscal Impact: None at this time. Project budget will be a separate action as part of the City's FY 20-2021 Community Improvement Program. Note: ALL projects as proposed are fully conceptual in nature. And no project cost estimates have yet been generated.  
Recommendation: See Comments Above.  
Speaker's Name Angelina Grey - NMNWCOC Associate Planner

Documents:

20-01-28\_6A CDBG PRESELECTION MEETING MINUTES FOR 20-01-07.PDF  
20-01-28\_6B CDBG PRESELECTION MEETING MINUTES FOR 20-01-21.PDF  
20-01-28\_6C CDBG PRESELECTION PUBLIC HEARINGS

**5. Resolution No. R2020-4; 2020 CDBG Procurement Policy Adoption**

**Summary:** NMDFA requires that the City annually adopt a procurement policy by resolution for CDBG programs. As such, the City is certifying that it complies with Federal Procurement Code (24 CFR Part 85.36) and NM Procurement Code (13-1-120 NMSA 1978).

**Recommendation:** Approve the attached resolution for adoption of a 2019 City Procurement Policy.

Fiscal Impact: None. Annual CDBG grant administration and documentation requirement.

Recommendation: See Comments Above.

Speaker's Name Stanley Henderson - Public Works Director

Documents:

[20-01-28\\_4A RESOLUTION RE CDBG 2020 PROCUREMENT POLICY.PDF](#)

**6. Resolution No. R2020-5; 2020 CDBG Housing And Urban Development Section 3 Plan**

**Summary:** Section 3 is a provision of the HUD Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 Program requires that recipients of certain HUD financial assistance - to the greatest extent feasible - provide job training, employment, and contracting opportunities for low or very low income residents in connection with projects and activities in their community. Every CDBG grantee is required to annually adopt a "Section 3 Plan" by resolution for CDBG projects.

**Recommendation:** Approve the attached resolution for adoption of a HUD Section 3 Plan. Resolution is attached as attachment (a), and the proposed plan itself is attached as attachment (b).

Fiscal Impact: None. Annual CDBG grant administration and documentation requirement.

Recommendation: See Comments Above.

Speaker's Name Stanley Henderson - Public Works Director

Documents:

[20-01-28\\_3A RESOLUTION RE CDBG 2020 HUD SECTION 3 PLAN.PDF](#)  
[20-01-28\\_3B CDBG 2020 HUD SECTION 3 PLAN.PDF](#)

**7. Resolution No. R2020-6; 2020 CDBG Residential Anti-Displacement And Relocation Assistance Plan**

**Summary:** Whenever Federal funds, such as CDBG, are used in a project involving the acquisition, rehabilitation, or demolition of real property, a Federal law known as the Uniform Relocation Assistance and Real Properties Acquisition Policies Act (URA) may apply. The purpose of the URA is to provide fair and equitable treatment for persons whose real property is acquired or for persons displaced as a result of a CDBG funded project or activity.

To that end, an anti-displacement and relocation assistance plan must be adopted by the City Council. This plan must be adopted by resolution annually whether or not the Grantee is undertaking relocation activities.

**Recommendation:** Approve the attached resolution for adoption of said residential anti-displacement and relocation assistance plan. Resolution is attached as attachment (a), and the plan itself is attached as attachment (b).

Fiscal Impact: None. Annual CDBG grant administration and documentation requirement.

Recommendation: See Comments Above.

Speaker's Name Stanley Henderson - Public Works Director

Documents:

[20-01-28\\_5A RESOLUTION RE CDBG 2020 ANTI-DISPLACEMENT PLAN.PDF](#)  
[20-01-28\\_5B CDBG 2020 RESIDENTIAL ANTI-DISPLACEMENT PLAN.PDF](#)

#### 8. **Resolution No. R2020-7; 2020 CDBG Citizens Participation Plan**

**Summary:** Developing a Citizen Participation Plan is a Federal requirement for grantees who receive CDBG funds. The Citizen Participation Plan states that citizens will be provided with reasonable notices and timely access to local meetings in order to solicit their input and project ideas for the CDBG program. Its adoption by resolution annually is a requirement for CDBG projects.

**Recommendation:** Approve the attached resolution for adoption of a 2020 CDBG Citizens Participation Plan. Resolution is attached as attachment (a), and the proposed plan itself is attached as attachment (b).

Fiscal Impact: None. Annual CDBG grant administration and documentation requirement.

Recommendation: See Comments Above.

Speaker's Name Stanley Henderson - Public Works Director

Documents:

[20-01-28\\_2A RESOLUTION RE CDBG 2020 CITIZEN PARTICIPATION PLAN.PDF](#)  
[20-01-28\\_2B CDBG 2020 CITIZEN PARTICIPATION PLAN.PDF](#)

#### 9. **2020 CDBG Fair Housing Proclamation**

**Summary:** For CDBG funding, each local government must annually certify that it will affirmatively further fair housing. To that end, a "Fair Housing Proclamation" must be adopted by the local governing body at an open public meeting which publicizes the community's commitment to fair housing.

Staff proposes proclaiming 17 February 2020 as Fair Housing Day. This date is also Presidents' Day holiday.

**Recommendation:** Approved the attached proclamation of 17 February 2020 as Fair Housing Day. Proposed proclamation is attached.

Fiscal Impact: None. Annual CDBG grant administration and documentation requirement.

Recommendation: See Comments Above.

Speaker's Name Stanley Henderson - Public Works Director

Documents:

[20-01-28\\_1A PROCLAMATION RE CDBG 2020 FAIR HOUSING ENDORSEMENT.PDF](#)

**10. Resolution No. R2020-2; 2nd Quarter FY 2020 Budget Adjustments And Report Of Actuals**

Each quarter, the Finance department reviews any changes to the budget and submits these changes to council for approval. The following areas are reviewed: personnel, operations, capital outlay and transfers in and out of each fund. The Department of Finance and Administration (DFA) requires Council to pass a resolution for all budget increases, decreases, and transfers between funds. DFA further requires approval of the report of actuals showing cumulative activity for the fiscal year. The report to DFA regarding budget revisions is due January 31, 2020.

Fiscal Impact: None

Recommendation: Staff recommends approval of the budget adjustments, report of actuals and Resolution R2020-02

Speaker's Name Patty Holland

Documents:

[BUDGET RESOLUTION FY 20 Q2.PDF](#)  
[BUDGET Q2.PDF](#)  
[REPORT OF ACTUALS Q2.PDF](#)  
[BAR Q2.PDF](#)

**11. Budget Adjustment To Cover The Cost Of NM Municipal League Dues**

The City pays annual dues to the New Mexico Municipal League. The cost in membership (\$45,950.00) had an unexpected increase that was not planned for in the budget. The budget for this expenditure was approved at \$44,000.00.

A purchase order was created in the amount of \$44,000.00 to pay for the first half of the amount due (\$22,975.00) leaving a balance of \$21,025.00. A budget adjustment of \$1950.00 is needed from the General Fund for account #101-1025-411.47-14 in order to increase the purchase order to pay the final invoice.

Fiscal Impact: Budget increase of \$1950.00 in expenditures.

Recommendation: Approval of the budget increase from the General Fund to account #101-1025-411.4714.

Speaker's Name Maryann Ustick

Documents:

[PO 91334.PDF](#)  
[NMML INVOICE.PDF](#)

**12. Gallup Senior Program Budget Adjustment**

The Senior Program has received \$3,880.52 for the Governor's End Hunger Initiative to cover the cost of food and groceries distributed during the meals provided in November and December 2019.

The Senior Program also needs \$26,700 from the Senior Program Fund Balance to cover operational cost for the remainder of the fiscal year. Here is the breakdown:

- \$5,000 for an emergency hire
- \$1,500 to cover overtime cost for the Governor's End Hunger Initiative
- \$1,000 for building maintenance repairs to the facility
- \$12,000 for vehicle maintenance for repairs due to vandalism of property
- \$6,000 for fuel purchases
- \$1,200 Telephone/IT for enhanced services at the facility

Fiscal Impact: \$3,880.52 increase in revenue and expenditures to the Gallup Senior Program for the Governor's End Hunger Initiative. \$26,700 from Gallup Senior Program Fund Balance to the Gallup Senior Program budget

Recommendation: Approval of the budget adjustment of \$3,880.52 to the Gallup Senior Program

Speaker's Name Kim Ross-Toledo

**13. Resolution No. R2020-1; Annual Determination Of Notice Under The Open Meetings Act**

**Summary:** The New Mexico Open Meetings Act requires all public bodies to determine, at least annually, what constitutes reasonable notice to the public of its meetings. While the Open Meetings Act itself does not impose any specific requirements, other than an agenda being available 72 hours in advance of each meeting, the New Mexico Attorney General will consider the following notice procedure as reasonable: 1) 10 days advance notice for regular meetings; 2) 3 days advance notice for special meetings; and 3) 24 hours advance notice for emergency meetings. If a public body meets regularly on a specific date, time and place, the public body does not need to provide 10 days advance notice for each individual meeting as long as the public body sets forth the requisite information in the public body's notice resolution and makes the resolution available to the public. As required by the Open Meetings Act, the proposed resolution states the procedure of the Gallup City Council for giving notice of its meetings. The resolution also provides the requisite information for the regular meetings of the City Council to held at 6:00 p.m. on the second and fourth Tuesdays of each month.

Fiscal Impact: None.

Recommendation: Approve Resolution No. R2020-1

Speaker's Name Al Abeita, City Clerk

Documents:

[R2020-1 ANNUAL OPEN MEETINGS RESOLUTION.PDF](#)

**14. Budget Increase In Revenue And Expenditure For Census Grant**

Budget increase in revenue and expenditure in the amount of \$2000.00 for

Octavia Fellin Public Library.

The City has been awarded funding from the American Library Association in the amount of Two Thousand Dollars (\$2000.00) to support a complete population count for the 2020 decennial census.

Fiscal Impact: A budget increase of \$2000.00  
Recommendation: Approval of budget increase  
Speaker's Name Tammi Moe

Documents:

[CENSUSMINIGRANT\\_ALA\\_012020.PDF](#)

#### **15. Budget Adjustment To Revenue And Expenditure For State Grants-In-Aid**

Budget Adjustment to Revenue and Expenditure for Octavia Fellin Public Library in the amount \$14,105.78

The City has been awarded funding from the State of New Mexico Department of Cultural Affairs in the amount of Fourteen Thousand One Hundred Five Dollars and Seventy-Eight Cents (\$14105.78) to support Recipient's library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with delivery of basic library services as defined in Section 4.5.2.7(B).

Fiscal Impact: Budget increase of \$14105.78  
Recommendation: Approve budget adjustment  
Speaker's Name Tammi Moe

Documents:

[2020AGREEMENT.PDF](#)

#### **F. Comments By Public On Non-Agenda Items**

1. Petition to Denounce Racism - Mervyn Tilden

#### **G. Comments By Mayor And City Councilors**

#### **H. Comments By City Manager And City Attorney**

#### **I. Motion To Adjourn**

Auxiliary aides for the disabled are available upon request. Please contact Alfred Abeita, City Clerk, at 505-863-1254 at least (1) week prior to the meeting or as soon as possible in advance of the meeting to make any necessary arrangements.

Pursuant to the "Open Meetings Act", NMSA 1978, Section 10-15-1 through 10-15-4 of the State of New Mexico, this Agenda was posted at a place freely accessible to the public 72 hours in advance of the scheduled meeting.

