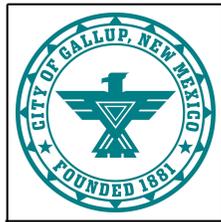


AGENDA

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.

Minutes of the Special Meeting of the Gallup City Council, City of Gallup, New Mexico, held in the Council Chambers at Gallup City Hall, 110 West Aztec Avenue, at 4:00 p.m. on Tuesday, January 14, 2020.

The meeting was called to order by Mayor Jackie McKinney.

Upon roll call, the following were present:

Mayor:	Jackie McKinney
Councilors:	Linda Garcia Allan Landavazo Yogash Kumar Fran Palochak
Also present:	Maryann Ustick, City Manager Curtis Hayes, City Attorney

The Mayor and Councilors conducted a Work Session to review and discuss the following topic:

1. Presentation on GO Bond Program and Debt Service Schedule for GRT Bonding – Erik Harrigan, RBC Capital Markets, LLC

Ms. Ustick said the City's General Obligation (GO) Bond Program is one of the priorities in the Mayor and Councilor's strategic plan for this year. Based on meetings with the City's financial consultants, City staff thought it would be helpful to the Council to receive a presentation regarding the City's GO Bonds, assessed property valuations and Gross Receipts Tax (GRT) Bonds.

Mr. Harrigan provided a power point presentation on the City's GO and GRT Bond capacity. A copy of the power point presentation is attached hereto and made a part of these official Minutes. The history of assessed valuation for the past eight years shows there has been flat growth in the first six years and declines of 1% to 2½% during the last two years. Residential values dropped from \$199 million in 2018 to \$191 million in 2019. Regarding the City's bonding capacity, the City is low at 36.24% in terms of the amount of debt outstanding to the assessed valuations. The City has to take into account the impact to the City's tax rate if it issues additional general obligation bonds. Although the City added about \$2.1 million in new value on both residential and non-residential properties, the reason for the decline in property valuations are due to reassessment or reappraisal. Residential tax rates have been very stable for the past eight years. The residential tax rate in 2012 was around \$33 and today it is about \$34. Based on the current debt outstanding, any GO bond issuance in the near future would result in a property tax rate increase over and above the City's current debt service tax rate. Mr. Harrigan provided an overview of two scenarios for a bond cycling program, which would require a property tax increase and is outlined in the attached power point slides.

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Mr. Harrigan provided information about recent changes enacted by the State concerning de-earmarking gross receipts tax for both cities and counties. This law went into effect July 1, 2019. De-earmarking takes most of the local government's gross receipts taxes and combines them into a single unrestricted gross receipts tax. The new law has taken all of the City's municipal environment, infrastructure, municipal GRT and combined all those increments into one increment of gross receipts tax. An illustration of the imposed GRT vs. Authorized GRT slides in the presentation shows that under the new law, the City's potential additional revenue without an election is currently \$1.6 million when it used to be \$2.6 million with the hold harmless increment under the previous law. Under the new law, \$3.1 million of potential additional revenue can be generated but only by voter approval. Regarding the City's GRT outstanding debt, the City is currently paying about \$2 million in debt service payments. The City's Series 2010A GRT bonds are callable later this year and the City will have the option to refund those bonds for interest savings. The City also has the ability to refund and restructure those bonds to be able to add new money for projects without increasing the current debt service payments. Mr. Harrigan presented two options involving the City's Series 2010A bonds. Option 1 is a refunding of the 2010A bonds for a savings of more than \$78,000 per year in annual debt service until the bonds mature in 2030. Option 1's net present value savings is about \$719,000 in total savings or 10.71% which shows the option to be economically beneficial. Option 2 is a refunding of the 2010A bonds and a new money issuance without impacting the City's current debt service requirements. This can be achieved by refunding and extending the debt by four years. By doing so, the City's debt service is lowered from about \$888,000 per year to about \$615,000 per year. Option 2 provides annual savings of about \$270,000 per year through 2030 at the original maturity date; however, there is "dis-savings" from 2031 to 2034, since the debt is extended by four years. Option 2's net present value savings is about \$584,000 in total savings or 8.179%. The illustration on page 23 of the power point presentation shows where the City can layer in additional debt, continue to maintain its debt service cost at \$2 million and generate a little more than \$11 million for capital projects. Mr. Harrigan also provided an update on the current municipal market conditions and how the current interest rates are attractive.

Discussion followed concerning the upcoming session of the New Mexico Legislature and proposed legislation to address the City's hold harmless reductions by the State. Also discussed was legislation for capital outlay for the City, recommendations to refrain from making a decision regarding the City's bonding options until after the 30-day legislative session, the need for information from the County Assessor regarding the decline in the assessed property valuations and the need to be prepared after the legislative session in order to make the decisions needed regarding the City's financial future.

There was no official action taken by the Mayor and Councilors during the Work Session.

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There being no further business, the Work Session adjourned until the Regular Meeting at 6:00 p.m.

Jackie McKinney, Mayor

ATTEST:

Alfred Abeita II, City Clerk

Minutes of the Regular Meeting of the Gallup City Council, City of Gallup, New Mexico, held in the Council Chambers at Gallup City Hall, 110 West Aztec Avenue, at 6:00 p.m. on Tuesday, January 14, 2020.

The meeting was called to order by Mayor Jackie McKinney.

Upon roll call, the following were present:

Mayor:	Jackie McKinney
Councilors:	Linda Garcia Allan Landavazo Yogash Kumar Fran Palochak
Also present:	Maryann Ustick, City Manager Curtis Hayes, City Attorney

Presented to the Mayor and Councilors for their approval were the Minutes of the Joint Work Session with the McKinley County Commission of December 6, 2019 and the Regular Meeting of December 10, 2019.

Councilor Palochak made the motion to approve the aforementioned minutes. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

Presented to the Mayor and Councilors for their approval were the following Discussion/Action Topics:

1. Discussion of Nightly Indian Dance Program Options – Bill Lee, Chief Executive Officer, Gallup-McKinley County Chamber of Commerce

As a follow up to the discussion from the November 12, 2019 Regular Meeting, Mr. Lee presented options for the Nightly Indian Dance Program for 2020. Originally, the proposed budget for this year's program was reduced from \$65,000 to \$55,000 and to reduce the number of days for the program by ending it after the Gallup Inter-Tribal Indian Ceremonial due to decreased attendance. He presented graphs illustrating the decreased number of spectators during the 25 days after ceremonial for the past two years out of the four years illustrated. Mr. Lee said the Chamber of Commerce stands ready to serve in accordance with the direction provided by the Mayor and Councilors. The grant provided by the Levitt Foundation to Gallup MainStreet will impact the Nightly Indian Dance program because MainStreet will need to have ten concerts at the Courthouse Plaza over the course of the summer. Mr. Lee said if the dance program is shorted this year, there will be entertainment provided by the concert series.

Councilor Palochak asked about obtaining and retaining vendors for the dance program.

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Mr. Lee said the Chamber of Commerce has concerns about obtaining quality vendors for the program. Mr. Lee said they are also working with GallupARTS concerning the possibility of having their approved artists to be a part of the vendors at the Nightly Indian Dances this year. Mr. Lee also said they will have a fry bread vendor available at this year's dances.

Discussion followed concerning the unsuccessful attempts made through increased advertising and social media presence as a way to attract more people to attend the nightly Indian dances from Ceremonial time to Labor Day. Councilor Landavazo recommended pursuing alternative solutions for increasing attendance at the Indian dances until Labor Day.

Kara Smith, Executive Director, Gallup MainStreet, provided information regarding the proposed concert series to be held free of charge to the public with the funds provided by the Levitt grant.

Mr. Lee said if the Nightly Indian Dance Program will be conducted this year from Memorial Day through Labor Day, the budget for the program will need to be addressed.

Mayor McKinney asked Mr. Lee to meet with Ms. Ustick to prepare an action item for the Council to consider at the next regular meeting for two scenarios for this year's Nightly Indian Dance Program.

2. Approval and Acceptance of the Quarterly Local Liquor Excise Tax Accountability Reports for 2nd, 3rd and 4th Quarters of Calendar Year 2019 – Maura Schanefelt, McKinley County DWI Program Manager

Ms. Schanefelt presented the reports which summarizes the use of liquor excise tax funds by local programs and agencies during the above referenced quarters for 2019. The reports are prepared on a calendar basis to comply with State requirements. Ms. Schanefelt answered questions posed regarding the numbers provided for admissions and transports to detox and the DWI Intensive Outpatient Program.

Councilor Palochak made the motion approve and accept the Quarterly Local Liquor Excise Tax Accountability Reports for the 2nd, 3rd and 4th Quarters of Calendar Year 2019. Seconded by Councilor Landavazo. Roll call: Councilors Palochak, Landavazo, Kumar, Garcia and Mayor McKinney all voted yes.

3. Best of the Best Rodeo Budget – Jon DeYoung, Assistant City Manager

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Mr. DeYoung presented the proposed budget for hosting this year's event. He recommended a budget adjustment for revenue in the amount of \$412,694 and expenditures in the amount of \$390,930 from and to Fund 590.

Walt Eddy, the coordinator and promoter of the event, and Mr. DeYoung answered questions regarding the amounts included in the budget to support the growth of the event.

Councilor Landavazo made the motion to approve the Best of the Best Rodeo Budget. Seconded by Councilor Kumar. Roll call: Councilors Landavazo, Kumar, Garcia, Palochak and Mayor McKinney all voted yes.

4. Promotion Contract with Walt Eddy for the Best of the Best Rodeo – Jon DeYoung, Assistant City Manager

Mr. DeYoung presented the proposed contract with Mr. Eddy for promoting and coordinating the event. Changes to the contract from the previous contract include the addition of a Tuesday morning slack and a performance on Tuesday night, moving the payment terms from the middle of the month to the end of the month and allowing the City to control the RV park during the event.

Councilor Palochak commended Mr. Eddy for his expertise and coordination of the event. Mr. Eddy thanked Mayor McKinney for his support with initiating the event seven years ago.

Councilor Palochak made the motion to approve the Promotion Contract with Walt Eddy for the Best of the Best Rodeo. Seconded by Councilor Kumar. Roll call: Councilors Palochak, Kumar, Garcia, Landavazo and Mayor McKinney all voted yes.

5. Youth Conservation Corps (YCC) Budget Adjustment – Jon DeYoung, Assistant City Manager

Mr. DeYoung said the City was awarded \$114,915.59 from the State for the FY 2020/2021 YCC program year. He recommended an adjustment to budget revenues and expenditures for tasks performed or expenses directly related to the scope of work for the projects outlined in the grant.

Discussion followed concerning the work to be performed with the proceeds from the grant, including the maintenance of trails.

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Councilor Landavazo made the motion to approve the Youth Conservation Corps budget adjustment. Seconded by Councilor Kumar. Roll call: Councilors Landavazo, Kumar, Garcia, Palochak and Mayor McKinney all voted yes.

6. Ordinance No. S2020-1; Text Amendment Increasing the Maximum Number of Accessory Structures for Residential Zoning Districts – Clyde (C.B.) Strain, Planning and Development Director

Mr. Strain presented the proposed Ordinance which would increase the number of accessory structures from one to three per lot within the Rural Residential (RR), Single Family Residential (SFR-A,B&C) Multi-Family Residential Low (MFRL) and Multi-Family Residential Medium (MFRM) zone districts. He said it is staff's opinion that limiting the number of accessory structures to one within these districts is too restrictive. Mr. Strain said there was much debate regarding the proposed text amendment by the Planning and Zoning Commission since Commissioners do not want lots to be cluttered with dilapidated structures. To address the Commissioners concerns, Mr. Strain informed them that the Land Development Standards require accessory structures to match the house in color and style. As a result, the Planning and Zoning Commission sent a positive recommendation to the City Council for approval of the proposed ordinance.

Councilor Garcia made the motion to approve Ordinance No. S2020-1; Text Amendment Increasing the Maximum Number of Accessory Structures for Residential Zoning Districts. Seconded by Councilor Palochak. Roll call: Councilors Garcia, Palochak, Landavazo, Kumar and Mayor McKinney all voted yes.

7. Approval of Acceptance of M102 Howitzer from the US Army – Mayor Jackie McKinney

Mayor McKinney said he originally presented the proposal to the Councilors at the May 14, 2013 regular meeting to submit an application to the Department of the Army for a piece of surplus military artillery to place on display at the Veterans Memorial. At the time the Council approved a range of \$1,000 to \$5,000 to cover the freight charges for transporting the surplus equipment. On December 10, 2019, he received an E-mail advising that the City's application for a conditional loan of M102 Howitzer was approved. Based on input from the Veterans Helping Veterans and a contractor, they are proposing a site on the south side of the pillars at the Veterans Memorial to display the equipment. The conditional loan requires the construction of a concrete pad 8" thick, 8' x 19' slab to place the equipment on. Also required is approval by the Council of a contractor's bid to construct the slab and to furnish documentation from a freight company to transport the equipment from the Sierra Army Depot at Herlong, California. The City will also need to

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cover the processing and release cost in the amount of \$117.25. A proposal was submitted by Murphy Builders to construct the concrete slab in the amount of \$6,425 and to transport the M102 Howitzer from Sierra Army Depot in the amount of \$4,808. The total cost of the project is \$12,283.99 which includes the processing and release cost and gross receipts tax. The total cost of the project will be provided by General Fund reserves.

As a Vietnam Veteran, Councilor Palochak thanked Mayor McKinney for honoring Veterans for their service.

Joann Benenati express her concerns about the proposed project. Although everyone should honor, respect and support Veterans, she said no one should ever aggrandize war, weaponry and violence. She also said the Mayor and Councilors could find a better use of the money than on the proposed project.

Another audience member addressed the Mayor and Councilors to express support of the project.

Following discussion, Councilor Palochak made the motion to approve the acceptance of the M102 Howitzer from the US Army and the budget adjustment for the project. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

8. Nizhoni Boulevard Reconstruction Design Contract Award – Stan Henderson, Public Works Director

Mr. Henderson presented the fee proposal submitted by DePauli Engineering and Surveying for the engineering design of the East Nizhoni Boulevard Reconstruction Project from South Second Street to College Drive. The project will include a dedicated northbound turn lane off Nizhoni onto Second Street for traffic motivation facilitation, relocation of the traffic signal at Nizhoni and Second Street for the northbound turning movement, concrete anti-shoving pad at Second Street to match the concrete pad on the opposite side of the intersection, storm drainage improvements, reconstruction of the ADA compliant sidewalks (6 feet wide) on both sides of the street from Hospital Drive to Second Street, mill and overlay of the street pavement, pavement striping and traffic control and geometry improvements of the Hospital Drive intersection. The proposed fee is solely for the roadway reconstruction design. It does not include professional services for construction management or inspection. The proposed fee does not include any utility reconstruction. The utility reconstruction will be address as a separate effort by the Water Department. Mr. Henderson recommended the award of the contract to DePauli Engineering and Surveying in the amount of \$362,196.50. The City recently received a

MINUTES

Regular City Council Meeting – 1/14/2020

Page 6

grant from the New Mexico Department of Transportation in the amount of \$350,000 for the project. He recommended a budget adjustment in the amount of \$12,500 from the General Fund to cover the remaining costs of the contract.

Councilor Landavazo made the motion to award the Nizhoni Boulevard Reconstruction Design Contract to DePauli Engineering and Surveying in the amount of \$362,196.50 and a budget adjustment in the amount of \$12,500 for the project funding. Seconded by Councilor Kumar. Roll call: Councilors Landavazo, Kumar, Garcia, Palochak and Mayor McKinney all voted yes.

9. Resolution No. R2020-3; MainStreet Funding Acceptance for Coal Avenue Commons Construction Project – Stan Henderson, Public Works Director

Mr. Henderson said Gallup MainStreet and the Northwest New Mexico Council of Governments secured an \$800,000 grant from the New Mexico MainStreet Program for the construction of the Coal Avenue Commons Construction Project. The grant has a 20% match requirement in the amount of \$160,000 and the allocation of the match will be presented to the Mayor and Councilors' consideration when the construction contract for the project is awarded at a later time. Mr. Henderson recommended acceptance of the \$800,000 grant from the State, approval of Resolution No. R2020-3 and the budget increase in revenue and expenditure of the grant in the amount of \$800,000.

Discussion followed concerning the estimated \$3 million in funds that were set aside and were accumulated for the project. Mayor McKinney said the 20% match in the amount of \$160,000 is an insignificant amount.

Councilor Kumar made the motion to approve Resolution No. R2020-3; MainStreet Funding Acceptance for the Coal Avenue Commons Construction Project, to accept the State grant in the amount of \$800,000 and to approve the budget increase in revenue and expenditures of \$800,000 for the project. Seconded by Councilor Garcia. Roll call: Councilors Kumar, Garcia, Palochak, Landavazo and Mayor McKinney all voted yes.

Mr. Henderson said the construction of the project is currently being advertised and the contract may be presented to the Mayor and Councilors for award in February, with construction scheduled to begin in March. Originally, the project was scheduled to be suspended during the summer months for the tourist season; however, there is discussion with MainStreet with interest from the affected business owners to continue with construction of the project during the tourist season in order to complete the project.

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10. Budget Adjustment for a Sub-Grant Agreement for the McKinley County DWI Task Force Naming the Gallup Police Department as the Sub-Grantee in the Amount of \$48,000 – Chief Franklin Boyd, Gallup Police Department

Chief Boyd presented the request for a budget adjustment for revenue and expenditure of the grant in the amount of \$48,000. The Gallup Police Department will utilize the proceeds of the grant to implement DWI sobriety checkpoints and saturation patrols in partnership with the following law enforcement agencies: New Mexico State Police, McKinley County Sheriff's Department, Navajo Nation Police Department, Zuni Police Department and the Ramah Police Department.

Councilor Garcia made the motion to approve the budget adjustment for a Sub-Grant Agreement for the McKinley County DWI Task Force naming the Gallup Police Department as the sub-grantee in the amount of \$48,000. Seconded by Councilor Palochak. Roll call: Councilors Garcia, Palochak, Landavazo, Kumar and Mayor McKinney all voted yes.

11. Recommendation of Bid Award for Coal Avenue and Ninth Street Waterline Replacement and Budget Adjustment – Dennis Romero, Water and Sanitation Director

Mr. Romero said there was a break in a 6-inch waterline along Coal Avenue near the Eighth and Ninth Street intersections. The Water Department repaired the line as best as they could; however, a section of waterline is severely degraded and needs to be replaced. Staff attempted an emergency procurement; however, the sole source bid that was submitted was not considered responsive or reasonable. The bid for the waterline replacement was advertised in which the City received a low responsive bid submitted by Dallago Corporation in the amount of \$105,496.38. Mr. Romero recommended award of the bid to Dallago Corporation in the amount of \$105,496.38 and approval of a budget adjustment in the amount of \$106,000 from the Water Enterprise Fund to cover the cost of the project.

Councilor Kumar made the motion to approve the recommendation of the bid award for the Coal Avenue and Ninth Street waterline replacement and the budget adjustment of \$106,000 from the Water Enterprise Fund. Seconded by Councilor Landavazo. Roll call: Councilors Kumar, Landavazo, Palochak, Garcia and Mayor McKinney all voted yes.

12. Request for Budget Adjustment for Change Order No. 2 for Reach 27.9 Construction of the Navajo Gallup Water Supply Project – Dennis Romero, Water and Sanitation Director

MINUTES

Regular City Council Meeting – 1/14/2020

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Mr. Romero said there was typographical error in the summary description of the agenda for this item. The dollar amount the City Council approved for the construction of Reach 27.9 by Adame Construction should read \$5,840,388.72 instead of \$8,840,388.72. Change Order No. 2 involves an increase in the size of a manhole for the project, as well as changes to the number of flanges, struts and supports to the pipes in the area. The total cost of the change order is \$28,385.73. He recommended approval of Change Order No. 2 and a budget adjustment in the amount of \$28,400 to fund the change order. As a side note, in response to an inquiry by the Mayor asked for a summary of funds expended and what the City owes for its share of the Navajo Gallup Water Supply Project. He prepared a draft summary of those figures and would like the City Manager and the Chief Financial Officer to review the draft prior to providing the information to the Mayor and Councilors.

Councilor Palochak made the motion to approve the request for budget adjustment for Change Order No. 2 for Reach 27.9 construction of the Navajo Gallup Water Supply Project in the amount of \$28,400 from Fund 306. Seconded by Councilor Kumar. Roll call: Councilors Palochak, Kumar, Garcia, Landavazo and Mayor McKinney all voted yes.

Mr. Romero said the Reach is complete and is currently in service.

Presented to the Mayor and Councilors for discussion is the following Presentation and Information Item:

1. Earth Day 2020 – Matthew Hornback

Mr. Hornback and Kathy Morse addressed the Mayor and Councilors regarding their proposal for hosting an Earth Day event on the afternoon of Saturday, April 18, 2020 at the Courthouse Plaza. During their event they are proposing to hold breakout groups to have discussions based on educational topics and to formulate an action plan for the next year. They are also proposing a film event at El Morro Theater in the evening and are considering asking Arts Crawl to switch nights with their event to help boost the event. Mayor McKinney asked Mr. Hornback to meet with Ms. Ustick after the meeting to obtain the contact information for Ben Welch, Community Services Coordinator. Mr. Welch will provide assistance to Mr. Hornback and his group to obtain a permit for their event.

Comments by Public on Non-Agenda Items

Angela Olive expressed her concerns about the problems with transients and intoxicated individuals in and around the businesses on Second Street, the rash of break-ins in the downtown area and the lack of snow removal on the sidewalks in the downtown area by business owners. She also asked about the benefit to residents from the solar farm.



October 14, 2019

Ms. Jennifer Lazarz
Tourism and Marketing Manager
City of Gallup
110 West Aztec Avenue
Gallup, NM 87301

Dear Ms. Lazarz:

In gratitude for your partnership during our 18th annual Comcast Cares Day, we are pleased to notify you that a grant in the amount of \$1,939.14 has been awarded to your organization. The grant will be directly deposited to your organization's bank account within 10 business days, and you will receive an email notification when the deposit has been made.

Comcast Cares Day celebrates the spirit of volunteerism that our employees bring to life each and every day of the year. This year, we had a record number of volunteers, projects, and total hours served during one of the largest corporate commitments to volunteerism and service in America. More than 120,000 Comcast NBCUniversal employees and their families, friends and community partners volunteered at 1,450 projects in 23 countries around the world. Click [here](#) to learn more about the impact we made together this year.

Thank you for your partnership, and please save the date for our 19th annual Comcast Cares Day with projects happening throughout the spring and our annual companywide celebration on May 2, 2020!

Sincerely,

A handwritten signature in black ink that reads "Dalila Wilson-Scott".

Dalila Wilson-Scott
President, Comcast NBCUniversal Foundation

cc: David L. Cohen Steve White Tiffany Payne Christina Bowen Chris McDonald

The Comcast NBCUniversal Foundation does not support organizations that practice discrimination by race, gender, religion, age, sexual orientation, gender identity, or national origin. By accepting this grant, you certify that your organization:

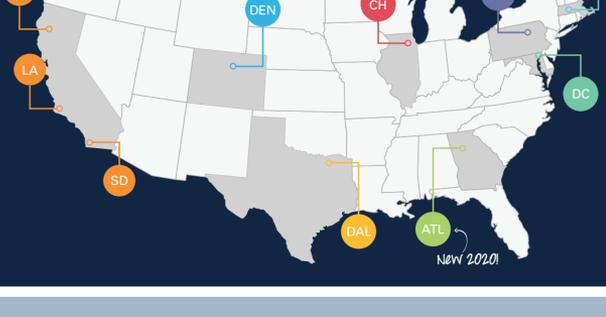
- Will not use Comcast NBCUniversal funds for any program that discriminates based on race, religion, age, gender, sexual orientation, gender identity, or national origin;
- Will comply with federal anti-discrimination laws, including those regarding hiring;
- Will use Comcast NBCUniversal funds for secular programming only;
- Will meet the same efficacy and accountability standards that apply to other Comcast NBCUniversal Foundation funding.

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"I've been to several Travel & Adventure Shows around the country this year and each one provides me with different vacation options from around the world that I wouldn't be able to research online. Being able to talk one-on-one with the representatives from various countries gives me confidence that I'm getting real information before I book my next vacation." – Alex, Dallas

95% plan on returning to the show

Audience Demographic Insights Reveal the Shows Attract Affluent, Educated, Active Consumers



52%
Female



62%
Married or in a committed relationship



90%
Age 35+ in peak earning years



87%
Hold a college degree



72%
Make over \$100k a year

Attracting the Right Audience

We Deliver Pre-Qualified Travelers

\$980m+ Million Dollars Spent Annually on Travel

\$5,462 Average Annual Travel Spend

96% Of Attendees are Passport Holders



Ready to Travel

Where Our Attendees Are Interested in Going



Domestic

VS

International

91%

Will take 3-9 domestic trips in the next 12 months

89%

Of attendees took 1 or more international trips over past 12 months

78%

Intend to take more or the same number of domestic trips

93%

Will take the same or more international trips in next 12 months

72%

Take regional getaways multiple times a year

82%

Are interested in international travel

Types of Vacations



54%

Cultural / Experiential



46%

Active



39%

Culinary



"We travel to learn about different people and cultures, as well as to experience new things and try amazing food!" – Haley, Philadelphia

Impact on Bookings – Over \$4.1 Billion in Bookings & Counting



79%

of those looking to book a trip, booked with an exhibitor they met at the show

84%

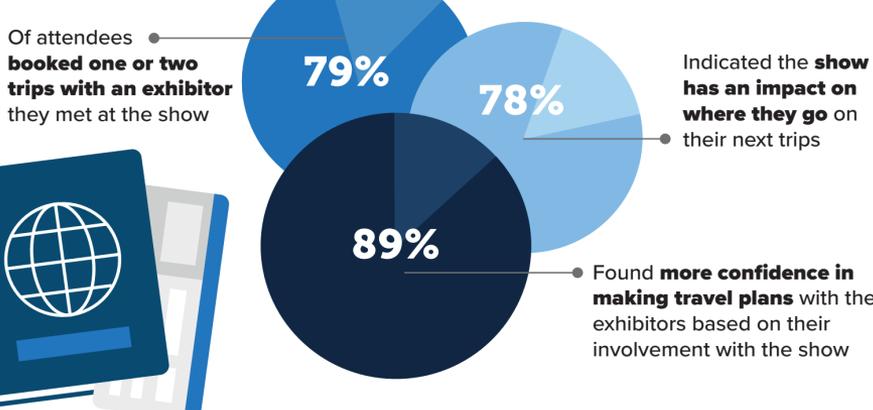
will book this vacation within a year

72%

of attendees spent over \$5,000 on travel annually with exhibitors or destinations they met at the show



"We just love to travel. We have quite a few trips planned but we came here to find another adventure—something new and exciting!" – Bobby, Philadelphia



"Coming to a place like this, you're just so affected by everyone you bump into. Everyone here has been bitten by the travel bug." – Steve, Los Angeles

Making an Impression

Multi-Media Campaigns Generate Hundreds of Millions of Impressions Nationwide

408+ Million

Annual Impressions Reached VIA Mass Marketing Approach



181 Million
TV Impressions



59.5 Million
Radio Impressions



130.3 Million
Outdoor Impressions



12.7 Million
Social Media /Digital Impressions



18 Million
PR Impressions



1.3 Million
Direct Mail/Email Impressions



5.4 Million
Co-op Impressions

Top Travel Speakers Bring Super Travel Fans



Samantha Brown



Pauline Frommer



Peter Greenberg



Patricia Schultz



Rick Steves



Phil Keoghan

"You have the avid travelers who come to these shows, in the thousands! I mean, it's so extraordinary." – Pauline Frommer

"Well this show is a rare opportunity in the United States to get thousands of travelers in the planning stage of their trip. If you want to put your destination at the forefront of the minds of American travel dreamers, this is certainly a good opportunity. I do it every year and I do it every year for good reason." – Rick Steves



Visit www.TravelShows.com For More Information

*Mercury CSC, Survey of Travel & Adventure Show Attendees Regarding Travel Behavior and Bookings, Travel & Adventure Show Registration Data and Travel & Adventure Show Attendee Survey Data.



3RD ANNUAL

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DENVER
FEBRUARY 23-24, 2019

COLORADO CONVENTION CENTER

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RESULTS - EVENT SUMMARY

 /TravelandAdventureShow

 @TravAdventure

 @TravAdventure





2019 DENVER TRAVEL & ADVENTURE SHOW

Date: February 23-24, 2019
Venue: Colorado Convention Center
Location: 700 14th Street
 Denver, CO 80202
Hall: Hall C - 95,000 sq. ft.

THANK YOU TO OUR SPONSORS

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GLOBAL BEATS STAGE SPONSOR:



TRAVEL INDUSTRY PARTNERS:



PRODUCED BY:

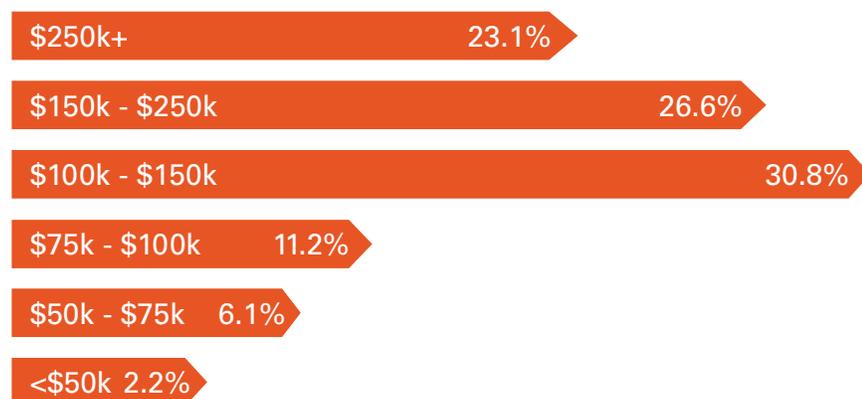


ATTENDANCE SUMMARY

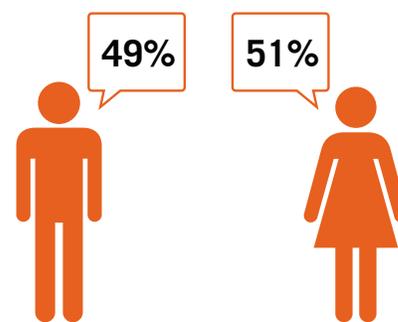
	2019	2018
TOTAL ATTENDANCE:	15,253	14,847
TRAVEL TRADE:	1,299	1,346
TRAVEL AGENTS:	274	237
PRESS:	63	68

HOUSEHOLD INCOME (HHI)

+80% Earn Over \$100,000 (50% Earn +\$150k)

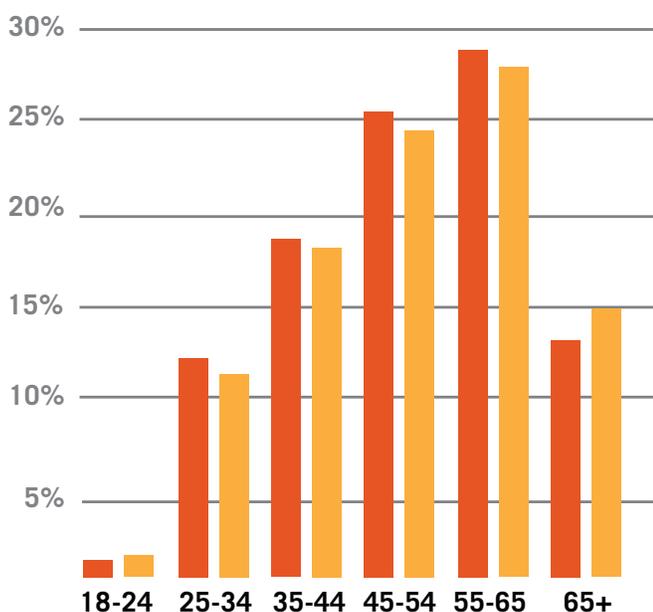


ATTENDEE GENDER



ATTENDEE AGE

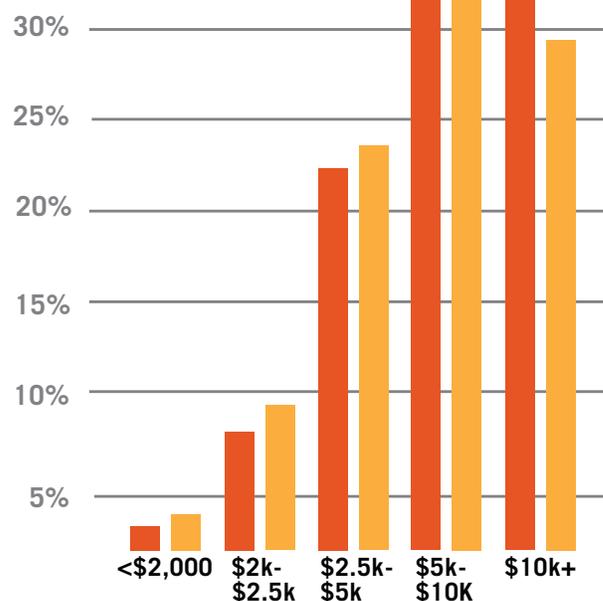
● 2019
● 2018



TRAVEL EXPENDITURE

65% Spend Over \$5,000 on Travel

● 2019
● 2018



HEADLINE SPEAKERS & STAGES

In 2019, the 3rd Annual Denver Travel & Adventure Show provided new, updated content and speakers to engage attendees.

The Travel Theater, where attendees go for inspiration and advice from travel celebrities, welcomed Josh Gates, Patricia Schultz, Andrew McCarthy and Peter Greenberg.

The Destination Theater featured 13 sessions spanning both show days providing educational workshops based on specific destinations.

On the Savvy Traveler Theater, attendees enjoyed 9 sessions dedicated to providing actionable advice on how to travel safer, better, and more efficient. From packing tips and solo travel advice, to budget tips and travel photography, Travel & Adventure Show consumers packed the theater each day.

For those attendees searching for cultural experiences, the Global Beats Stage provided just that. With over 20 performances on the Global Beats Stage, attendees got a taste of faraway cultures from around the globe.

In addition to meeting with our vendors, attendees engaged in activities such as:

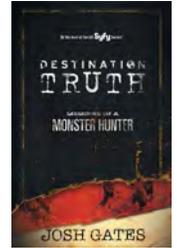
- + Travel Theater
- + Destination Theater
- + Savvy Traveler Theater
- + Global Beats Theater
- + China National Tourist Office Photo Booth
- + Cheyenne Canon Segways
- + Camel Rides

Keynote Speakers Included:



JOSH GATES

Host, Executive Producer of *Discovery Channel's Expedition Unknown*



PETER GREENBERG

Emmy Award-Winning Investigative Reporter and Producer and CBS News Travel Editor



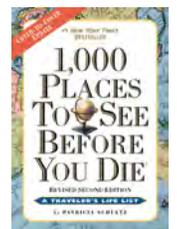
ANDREW MCCARTHY

Award-Winning Travel Writer, Actor and Director



PATRICIA SCHULTZ

Bestselling Author of *1,000 Places to See Before You Die* and *1,000 Places to See in The USA & Canada Before You Die*



PROMOTION SUMMARY

For the 2019 Travel Show Season, the Marketing Team was tasked with not only increasing attendance, but also increasing the quality of attendees who walked through the show doors.

Broadcast Television:

The 2019 Denver show's television mix included both NBC and CBS. Between the two top stations in the market, almost 300 commercials ran, complimented with digital ads from each station, resulting in over 12 million impressions served over a 10-day flight.



Radio:

Between WXKL-FM, KQMT-FM, KYGO-FM, KOSI-FM, over 260 radio spots ran over the span of two and a half weeks. 2.879 million radio impressions were served, targeting commuters during peak rush hour day parts.



Out of Home:

Strategically placed along freeways in the Denver area's affluent pockets, as well as 20 posters placed in high-traffic areas throughout the city, over 9.4 million impressions were served to drivers traveling in both directions over a 4 week period.



Digital Campaign:

In addition to digital campaigns with TV and radio partners, an outside digital marketing agency, AdTaxi, put together a campaign that spanned across social media, banner ads, and search marketing. The results? Over 750K digital impressions to qualified prospects that met the Travel & Adventure Show's target demographic.



Media Coverage:

In the weeks leading up to the event, various print and radio interviews were set up with exhibitors, speakers, and Travel Show Management. CBS4 TV, among others, featured travel show speakers, exhibitors and sponsors throughout the weeks leading up to the event. The result? Over 1.4 million impressions were served by Denver PR efforts.



PROMOTION SUMMARY - CONTINUED

FACEBOOK:

Within 3 weeks leading up to, and including, the Denver Event, Travel & Adventure Show Facebook advertising campaign targeted Denver area travelers, promoting event speakers, sponsors and exhibitors. These ads reached 98,000 people while creating over 395,000 impressions, drawing more attention to the event and driving ticket sales. Additionally, The Travel & Adventure Show Facebook Advertising campaign included a separate Denver Event Response Campaign that reached 8,500 people while creating 15,500 impressions and 277 event responses.



TWITTER:

By engaging celebrity speakers, local and national bloggers and industry professionals, @TravAdventure created over 30,000 organic impressions and over 500 engagements. The Denver hashtag, #DenverTravelShow was used in over 150 posts reaching over 500,000 people.



INSTAGRAM:

Within 3 weeks leading up to, and including, the Denver Event, Travel & Adventure Show Instagram advertising campaign targeted Denver area travelers, promoting event speakers, sponsors and exhibitors. These ads reached 100,00 people while creating 148,000 impressions. #DenverTravelShow was used in over 100 posts leading up to, and including the Denver event, resulting in over 5000 likes.



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DENVER

FEBRUARY 22-23, 2020

ATLANTA << New for 2020!

FEBRUARY 29 - MARCH 1, 2020

WASHINGTON D.C.

MARCH 7-8, 2020

PHILADELPHIA

MARCH 14-15, 2020

SF/BAY AREA

MARCH 21-22, 2020

DALLAS

MARCH 28-29, 2020

**STATE OF NEW MEXICO
TOURISM DEPARTMENT
Cooperative Marketing Agreement**

THIS AGREEMENT, numbered **20-418-3002-29**, is made and entered into by State of New Mexico Tourism Department, hereinafter referred to as the “NMTD,” and **Tourism Santa Fe**, hereinafter referred to as the “Partner” (collectively the “Parties”) and is effective as set forth below.

RECITALS

WHEREAS, the New Mexico Legislature appropriated funds to NMTD for the purpose of carrying out the duties of the NMTD, which include providing a coordinated statewide perspective with regard to tourism activities; and

WHEREAS, NMTD desires to coordinate this partnership effort through cooperative marketing programs with matching funds for certain non-profits, local and tribal governments; and

WHEREAS, Partner wishes to leverage the New Mexico True brand (Brand) with advertising and media-related services provided by NMTD to stimulate tourism activities and is willing to contribute funds to further the Parties’ efforts to that effect;

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES, for the express and sole purpose of stimulating tourism in New Mexico, in consideration of the mutual covenants and obligations contained herein, as follows:

I. Obligations of Partner.

- A. Meet or exceed the requirements of its FY20 Cooperative Marketing Application to promote travel within and/or to New Mexico through advertising and media efforts as defined in the FY20 Opt-In Award Summary, as approved by NMTD and attached hereto as *Exhibit A*.
- B. Make all payments in accordance with the requirements listed in *Exhibit A*.
- C. Agree to follow the established New Mexico True brand guidelines found in the Ad Builder Tool Kit located at media.nmtourism.org.
- D. Obtain prior approval from NMTD for any and all use of the Brand. NMTD reserves the right to inspect any usage of the Brand to ensure proper quality and consistency.
- E. Participate with NMTD in accordance with the deadlines included in *Exhibit A*; and further acknowledge that failure to do so may result in forfeit of Partner’s full participation in the creation or placement of planned advertising.
- F. Acknowledge that any failure to adhere to the parameters set forth herein may affect Partner’s eligibility for future awards.
- G. In addition to the above obligations, for all Flex funds expended, Partner must also:
 - 1. Acknowledge that it has access to, and agrees to comply with, the FY20 Request for Reimbursement Form via the online grant platform and related cycle documents

located at <https://nmtourism.smapply.io>. The online grant application form and Partner's responses to that form are incorporated herein by reference.

2. Fully and accurately complete and timely submit the Request for Reimbursement Form(s) and end-of-year Tracking and Impact Report.
 - i. Requests for payment of expenses incurred between July 1, 2019 and May 31, 2020 must be submitted within 30 days of placement in market.
 - ii. All requests for payment must be received by June 10, 2020. Incomplete or illegible requests will not be processed.
 - iii. The end-of-year Tracking and Impact Report must be submitted to NMTD no later than July 10, 2020. Failure to do so may result in forfeiture of reimbursement and/or affect Partner's eligibility for future awards.

II. Obligations of NMTD.

- A. Provide customized "logo lockup" to Partner in various file formats and colors (palette compliant with Brand standards, found within and downloaded from Ad Builder Tool Kit located at media.nmtourism.org).
- B. For all Flex funds expended, NMTD will reimburse Partner for all eligible expenses, in accordance with the amounts listed in *Exhibit A*, upon receipt of a completed Request for Reimbursement Form along with all required supporting documentation.
- C. Upon receipt of MMP Partner funds, NMTD will:
 1. Communicate with media vendors and secure ad placement and/or services as agreed upon and set forth in *Exhibit A*.
 2. Provide documentation to Partner to verify agreed upon deliverables were made in accordance with *Exhibit A*.
 3. Pay media vendors for ad placement and/or services.
 4. Collect and share campaign performance measurement data with Partner.

III. Copyright and Quality Control.

- A. For the term of this Agreement, the NMTD grants to the Partner a nonexclusive, nontransferable, worldwide right and license to use the New Mexico True Brand in furtherance of the Partner's promotion and advertising of and within New Mexico, as outlined in *Exhibit A*. This includes but is not limited to the creation and distribution of advertisements defined in the original application submitted and is subject to NMTD creative approval prior to placement.
- B. All Brand usage and creative must be submitted to and approved by NMTD prior to use and must adhere to Brand guidelines found at media.nmtourism.org.
- C. NMTD will exercise its right to inspect Partner's creative assets designed for and used in conjunction with marketing and promotional campaigns that employ Brand logos to ensure that such use is of proper quality and otherwise consistent with this Agreement and may terminate this Agreement should it determine that Partner did not obtain prior approval or that its Brand use is inconsistent.
- D. All materials developed or acquired by the Partner under this Agreement shall become the jointly owned property of the State of New Mexico. Nothing produced, in whole or in part, by the Partner under this Agreement shall be the subject of an application for copyright by

or on behalf of Partner. Furthermore, NMTD may access and use Partner's advertising and other creative production assets at its sole discretion.

IV. Additional Terms & Conditions:

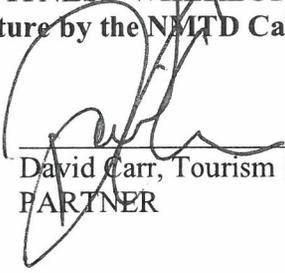
- A. The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico. If sufficient appropriations and authorization are not made, this Agreement shall terminate upon written notice given by NMTD to the Partner. NMTD's decision as to whether sufficient appropriations are available shall be accepted by the Partner and shall be final.
- B. This Agreement shall become effective upon its execution by both Parties and shall terminate on June 30, 2020. Either party may terminate or seek to further negotiate this Agreement upon ninety (90) days written notice to the other. In the event of termination, neither party may nullify obligations already incurred for performance or failure to perform, prior to the date of termination and any outstanding reimbursements shall be made pro rata.
- C. This Agreement shall not be altered, changed, or amended except by instrument of writing executed by the Parties hereto.
- D. Partner shall fully indemnify, defend and hold NMTD, its officers, agents and employees harmless from any liability, losses or damages that it may suffer as a result of claims, suits, demands, costs or judgments against Partner or NMTD that directly or indirectly result from or arise in connection with the activities to be carried out pursuant of this Agreement. Any liability in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act.
- E. This Agreement is governed by the laws of the State of New Mexico.
- F. This Agreement is not intended to and does not create any rights in any persons or entity not a party hereto.
- G. Any notice required to be given to either Party by this Agreement shall be in writing and shall be delivered in person, by courier service or by electronic mail, facsimile, U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To NMTD: New Mexico Tourism Department
 Andrea M. Lawrence
 Brand Development & Marketing Specialist
 491 Old Santa Fe Trail | Santa Fe, NM 87501
 505-795-0108 | andrea.lawrence@state.nm.us

To Partner: David Carr
Tourism Santa Fe
PO Box 909
Santa Fe, NM 87504-0909
505.955.6206 | dacarr@santafenm.gov

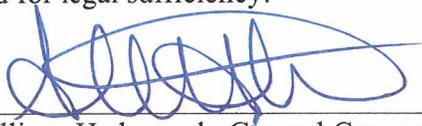
H. The individual signing below on behalf of the Partner represents and warrants that he or she has the authority to bind the Partner, and that no further action, resolution or approval from the Partner is necessary to enter into a binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of signature by the NMTD Cabinet Secretary listed below.

By: 
David Carr, Tourism Santa Fe
PARTNER

Date: 5/31/19

Approved for legal sufficiency:

By: 
Allison Hedgecock, General Counsel NMTD

Date: 6/19/19

By: 
Isabel Lopez, Chief Financial Officer NMTD

Date: 6-20-19

By: 
Jen Paul Schroer, Cabinet Secretary NMTD

Date: 6/25/19



FY20 OPT-IN AWARD SUMMARY

Organization Name: Tourism Santa Fe
 Organization Contact Name: David A. Carr
 Email: dacarr@santafenm.gov

PROGRAMS AWARDED

MMP PROGRAM TYPE	DESCRIPTION	IN MARKET TIMING	CREATIVE INPUTS DUE TO NMMD VIA AD BUILDER TOOLKIT AS EARLY AS*	# of OPT-IN UNITS	NMMD AWARD (NET \$ VALUE)
TOTAL MMP				0	\$0
FLEX REQUEST TYPE	DESCRIPTION				
Tradeshow, Chicago 2/8-9/2020	UNICOMM LLC; TRAVEL & ADVENTURE SHOW: Chicago Tradeshow	2/8/2020-2/9/2020	1/8/20	1	\$9,000
Tradeshow, Denver 2/22-23/2020	UNICOMM LLC; TRAVEL & ADVENTURE SHOW: Denver Tradeshow	2/22/2020-2/23/2020	1/22/20	1	\$15,000
Tradeshow, Dallas 3/28-29/2020	UNICOMM LLC; TRAVEL & ADVENTURE SHOW: Dallas Tradeshow	3/28/2020-3/29/2020	2/28/20	1	\$12,000
TOTAL FLEX				3	\$36,000
TOTAL AWARDED:				3	\$36,000
TOTAL Gross Market Value of Programs:					\$72,000

IMPORTANT:
 - Final amount is inclusive of all applicable fees and taxes.
 **Ad Builder Toolkit = media.nmtourism.org

Exhibit

A



Memo

Date: October 31, 2019

To: Jennifer Lazarz/Tourism and Marketing Manager, City of Gallup

From: David A. Carr/Director of Sales, Tourism Santa Fe

Re: State of New Mexico Cooperative Marketing Agreement

On May 28, 2019 Tourism Santa Fe was awarded the CoOp Marketing & Advertising Grant from the New Mexico Tourism Department. The grant is to support and growth and attendance at the Travel & Adventure Shows; specifically Chicago, Dallas and Denver.

Tourism Santa Fe has the fiduciary responsibility in refunding all partners that participate in these tradeshow (please see attached agreement). Each municipality or company must pay the full registration for each show they are attending, \$3,000 per show. Upon conclusion of each show those participates will provide David A. Carr with a copy of the paid invoice. Those invoices will be submitted for reimbursement by NMTD and a refund will be paid to Tourism Santa Fe. NMTD will be covering up to 50% of the booth registration and each participate will be receiving \$1,500 per show attended. Reimbursements will be paid to each of the participating partners by Tourism Santa Fe.



Jackie McKinney, Mayor

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

Maryann Ustick, City Manager
Curtis G. Hayes, City Attorney



January 21, 2020

MEMORANDUM

To: Gallup City Council

From: Clyde (C.B.) Strain, Planning & Development Director 

Ref: 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.

BACKGROUND

The City of Gallup Planning and Development Department has initiated a request before the Gallup City Council for review of draft language amending section 10-2 "Zone District" Subsection 10-2-B-a "Residential" Tables 10-2-2 "Rural Residential (RR) District Dimensional Standards", 10-2-4 "Single Family Residential (SFR A,B,&C) District Dimensional Standards", 10-2-6 "Multi-Family Residential Low (MFRL) District Dimensional Standards", 10-2-8 "Multi-Family Residential Medium (MFRM) District Dimensional Standards", and Subsection 10-2-B-c "Non-Residential", Tables 10-2-19 "General Commercial (GC) District Dimensional Standards", and 10-2-21 "Heavy Commercial (HC) District Dimensional Standards" of title 10 "Land Development Standards" of the Municipal Code of the city of Gallup, New Mexico by creating new text thereby establishing side street yard setbacks for corner lots within these zone districts.

DISCUSSION

When the City of Gallup adopted the newly rewritten Land Development Standards in August of 2018 requirements for side street yard setback for corner lots within the above mentioned zone districts was overlooked. These setback requirements were in the previous code and are standard for any land use code. These setback standards needed to be carried over to the new code for safety reasons.

Corner lots basically have two street frontages that carry vehicular traffic. The street yards are typically deeper than interior side lot lines in order to provide a buffer safety zone in the event a vehicle should leave the pavement and enter onto the property. The setback also allows for noise buffering from vehicular traffic. On corner lots having two street frontages the side street yard setback should be more than the standard interior side yard setback for the same reasons. Standard planning practice usually provides a side street yard setback that is equal to or slightly less than the street yard setback depending on the depth of the street yard setback. Amending the code will establish a set distance for side street yard setbacks within the aforementioned zone districts which in turn will provide

the minimum protections and safety elements for corner lots in said districts. The following are the proposed side street yard setbacks for these zone districts:

- Rural Residential (RR), 15 ft.
- Single Family Residential (SFR- A,B&C), A- 10 ft., B- 10 Ft., C- 15 ft.
- Multi-Family Residential Low (MFRL), Single-Family/Duplex 10 ft., Townhouses 10 ft.
- Multi-Family Residential Medium (MFRM), Townhouses 10 ft., Multi-Family 10 ft.
- General Commercial (GC), 5 ft.
- Heavy Commercial (HC), 10 ft.

FINDINGS

It is the findings of staff that the proposed text amendment to the Municipal Code of the City of Gallup, New Mexico is necessary in order to establish a minimum side street yard setback safety buffer zone for developments on corner lots within the above mentioned zone districts. Staff recommends approval of Ordinance No. S2020-2.

The City of Gallup Planning and Zoning Commission reviewed this request at their regular meeting on January 8, 2020 and sends a positive recommendation to the Gallup City Council for approval of Ordinance No. S2020-2 with Resolution of Recommendation No. RP 2020-2.

ORDINANCE NO. S2020-2

AN ORDINANCE CONCERNING ZONING; AMENDING SECTION 10-2 “ZONE DISTRICT” SUBSECTION 10-2-B-a “RESIDENTIAL” TABLES 10-2-2 “RR DISTRICT DIMENSIONAL STANDARDS”, 10-2-4 “SFR DISTRICT DIMENSIONAL STANDARDS”, 10-2-6 “MFRL DISTRICT DIMENSIONAL STANDARDS”, 10-2-8 “MFRM DISTRICT DIMENSIONAL STANDARDS”, AND SUBSECTION 10-2-B-c “NON-RESIDENTIAL”, TABLES 10-2-19 “GC DISTRICT DIMENSIONAL STANDARDS”, AND 10-2-21 “HC DISTRICT DIMENSIONAL STANDARDS” OF TITLE 10 “LAND DEVELOPMENT STANDARDS” OF THE MUNICIPAL CODE OF THE CITY OF GALLUP, NEW MEXICO BY CREATING NEW TEXT AS FOLLOWS:

AMENDING SECTION 10-2 “ZONE DISTRICT”, SUBSECTION 10-2-B-a “RESIDENTIAL” TABLES 10-2-2, “RR DISTRICT SPECIFIC STANDARDS” 10-2-4 “SFR DISTRICT DIMENSIONAL STANDARDS”, 10-2-6 “MFRL DISTRICT DIMENSIONAL STANDARDS”, AND 10-2-8 “MFRM DISTRICT DIMENSIONAL STANDARDS”, AND SUBSECTION 10-2-B-c “NON-RESIDENTIAL”, TABLES 10-2-19 “GC DISTRICT DIMENSIONAL STANDARDS”, AND 10-2-21 “HC DISTRICT DIMENSIONAL STANDARDS” OF TITLE 10 “LAND DEVELOPMENT STANDARDS” OF THE MUNICIPAL CODE OF THE CITY OF GALLUP, NEW MEXICO BY AMENDING TEXT WITHIN THE DISTRICT DIMENSIONAL STANDARDS TABLES OF SAID SUBSECTIONS THEREBY CREATING NEW TEXT ESTABLISHING SIDE STREET YARD SETBACKS FOR CORNER LOTS WITHIN THE (RR) RURAL RESIDENTIAL, (SFR- A,B,&C) SINGLE FAMILY RESIDENTIAL, (MFRL) MULTI-FAMILY RESIDENTIAL LOW, (MFRM) MULTI-FAMILY RESIDENTIAL MEDIUM, (GC) GENERAL COMMERCIAL, AND (HC) HEAVY COMMERCIAL ZONE DISTRICTS AS FOLLOWS:

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GALLUP, NEW MEXICO, that:

Section 1. Subsection 10-2-B-a “Residential” Table 10-2-2 “Rural Residential (RR) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

“e. Side, min. Interior 15 ft.”

“f. Street 15 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Section 2. Subsection 10-2-B-a “Residential” Table 10-2-4 “Single Family Residential, A, B, C, (SFR) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

“e. Side, min. Interior, A- 5 ft., B- 5 ft., C- 8 ft.”

“f. Street, A- 10 ft., B- 10 ft., C-15 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Section 3. Subsection 10-2-B-a “Residential” Table 10-2-6 “Multi-Family Residential Low (MFRL) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

“e. Side, min. Interior, Single-Family/Duplex 5 ft., Townhouses 5 ft.”

“f. Street, Single-Family/Duplex 10 ft., Townhouses 10 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Section 4. Subsection 10-2-B-a “Residential” Table 10-2-8 “Multi-Family Residential Medium (MFRM) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

“e. Side, min. Interior, Townhouses 5 ft., Multi-Family 5 ft.”

“f. Street, Townhouses 10 ft., Multi-Family 10 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Section 5. Subsection 10-2-B-c “Non-Residential” Table 10-2-19 “General Commercial (GC) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

“e. Side, min. Interior, 5 ft.”

“f. Street, 5 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Section 6. Subsection 10-2-B-c “Non-Residential” Table 10-2-21 “Heavy Commercial (HC) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

“e. Side, min. Interior, 10 ft.”

“f. Street, 10 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Section 7. This ordinance shall become effective after its passage and publication by title and summary as provided by law.

PASSED, ADOPTED AND APPROVED THIS 28th DAY OF JANUARY, 2020.

CITY OF GALLUP, MCKINLEY COUNTY, NEW MEXICO

BY: _____

Jackie McKinney, Mayor

ATTEST:

Alfred Abeita, City Clerk

RESOLUTION NO. RP2020-2

A RESOLUTION FOR A [✓] POSITIVE [] NEGATIVE RECOMMENDATION TO THE GALLUP CITY COUNCIL FOR APPROVAL OF ORDINANCE NO. S2020-2 CONCERNING ZONING; AMENDING SECTION 10-2 "ZONE DISTRICT" SUBSECTION 10-2-B-a "RESIDENTIAL" TABLES 10-2-2 "RR DISTRICT DIMENSIONAL STANDARDS", 10-2-4 "SFR DISTRICT DIMENSIONAL STANDARDS", 10-2-6 "MFRL DISTRICT DIMENSIONAL STANDARDS", 10-2-8 "MFRM DISTRICT DIMENSIONAL STANDARDS", AND SUBSECTION 10-2-B-c "NON-RESIDENTIAL", TABLES 10-2-19 "GC DISTRICT DIMENSIONAL STANDARDS", AND 10-2-21 "HC DISTRICT DIMENSIONAL STANDARDS" OF TITLE 10 "LAND DEVELOPMENT STANDARDS" OF THE MUNICIPAL CODE OF THE CITY OF GALLUP, NEW MEXICO BY CREATING NEW TEXT AS FOLLOWS:

WHEREAS, Staff has made recommendation to the Planning and Zoning Commission requesting a text amendment amending Section 10-2 "Zone District", Subsection 10-2-B-a "Residential" Tables 10-2-2, "RR District Specific Standards" 10-2-4 "SFR District Dimensional Standards, 10-2-6 "MFRL Dimensional Standards", and 10-2-8 "MFRM District Dimensional Standards", and Subsection 10-2-b-c "Non-Residential", Tables 10-2-19 "GC District Dimensional Standards", and 10-2-21 "HC District Dimensional Standards" of Title 10 "Land Development Standards" of the Municipal Code of the City of Gallup, New Mexico by amending text within the district dimensional standards tables of said subsections thereby creating new text establishing side street yard setbacks for corner lots within the (RR) Rural residential, (SFR- A,B,&C) Single Family Residential, (MFRL) Multi-Family Residential Low, (MFRM) Multi-Family Residential Medium, (GC) General Commercial, and (HC) Heavy Commercial Zone Districts as follows:

Subsection 10-2-B-a "Residential" Table 10-2-2 "Rural Residential (RR) District Dimensional Standards", of Title 10 "Land Development Standards" of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

"e. Side, min. Interior 15 ft."
"f. Street 15 ft."

Subsequent dimensional standards within this table are renumbered accordingly.

Subsection 10-2-B-a "Residential" Table 10-2-4 "Single Family Residential, A, B, C, (SFR) District Dimensional Standards", of Title 10 "Land Development Standards" of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

"e. Side, min. Interior, A- 5 ft., B- 5 ft., C- 8 ft."
"f. Street, A- 10 ft., B- 10 ft., C-15 ft."

Subsequent dimensional standards within this table are renumbered accordingly.

Subsection 10-2-B-a "Residential" Table 10-2-6 "Multi-Family Residential Low (MFRL) District

Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

- “e. Side, min. Interior, Single-Family/Duplex 5 ft., Townhouses 5 ft.”
- “f. Street, Single-Family/Duplex 10 ft., Townhouses 10 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Subsection 10-2-B-a “Residential” Table 10-2-8 “Multi-Family Residential Medium (MFRM) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

- “e. Side, min. Interior, Townhouses 5 ft., Multi-Family 5 ft.”
- “f. Street, Townhouses 10 ft., Multi-Family 10 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Subsection 10-2-B-c “Non-Residential” Table 10-2-19 “General Commercial (GC) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

- “e. Side, min. Interior, 5 ft.”
- “f. Street, 5 ft.”

Subsequent dimensional standards within this table are renumbered accordingly.

Subsection 10-2-B-c “Non-Residential” Table 10-2-21 “Heavy Commercial (HC) District Dimensional Standards”, of Title 10 “Land Development Standards” of the Municipal Code of the City of Gallup, New Mexico is amended by addition of new text as follows:

- “e. Side, min. Interior, 10 ft.”
- “f. Street, 10 ft.”

Subsequent dimensional standards within this table are renumbered accordingly; and

WHEREAS, a public hearing was held by the Planning and Zoning Commission after notice as required by law; and

WHEREAS, the Planning and Zoning Commission deems it in the best interest of the public that this request for text amendment be recommended for approval [] denial.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF GALLUP, SITTING AS THE BOARD OF ADJUSTMENT, that:

1. The City of Gallup Planning and Zoning Commission hereby sends to the Gallup City Council a [] POSITIVE [] NEGATIVE recommendation for approval of Ordinance No. S2020-2 amending text within the District Dimensional Standards Tables of said Subsections thereby creating new text establishing side street yard setbacks for corner lots within the Zone Districts described above.

PASSED, ADOPTED AND APPROVED THIS 8TH DAY OF JANUARY 2020

CITY OF GALLUP, MCKINLEY COUNTY

BY: 

KENT WILSON, CHAIRMAN
PLANNING AND ZONING COMMISSION

ATTEST:



Clyde (C.B.) Strain, Planning & Development Director
Secretary Planning and Zoning Commission



The City of Gallup
110 West Aztec Avenue
Gallup, NM 87301

MEETING MINUTES

MEETING: Community Development Block Grant (CDBG) Public Hearing #1

PURPOSE: To receive public input on community development needs and suggestions for future CDBG projects.

DATE: January 07, 2020 **TIME:** 5:00 PM **LOCATION:** City of Gallup Chambers, Gallup, NM

Attendees:

See the attached sign in sheet of this meeting

Introduction:

The hearing was called to order at 5:08PM by Angelina Grey, Northwest NM Council of Government Planner. The purpose of the meeting is to gather public input on local community development needs, as well as suggestions for future CDBG projects. Ms. Grey led the meeting with a PowerPoint presentation projected for participants to view.

CDBG Program Objectives:

Ms. Grey stated the CDBG funding program was established to:

1. Benefit primarily Low and Moderate-Income (LMI) persons/communities,
2. Aid in the prevention of slum and blight, and
3. Address urgent community development needs where existing conditions pose a threat to the health and welfare of the community.

Grant program is quite competitive when vying for limited state funding sources.

Eligible Applicants:

With the exception of Albuquerque, Rio Rancho, Santa Fe, Las Cruces, and Farmington, all counties and incorporated areas are eligible to apply for this funding program. Additionally, non-municipal entities, such as the water and mutual domestic associations and sanitation districts, are also eligible to apply for CDBG but are required to go through the City as a fiscal agent. Tribes are exempt from this process for they receive funding through the U.S. Housing and Urban Development (HUD) agency.

Eligible Activities and Categories:

Grey continued to describe the eligible activities and categories:

- **COMMUNITY INFRASTRUCTURE:** Water and sewer systems; street improvements consisting of roads, streets, curbs, gutter, sidewalks, traffic control devices; municipal utilities.
- **HOUSING:** Real property acquisition; rehabilitation; clearance; provision of public facilities to increase housing opportunities; code enforcement; historic preservation activities; a maximum of \$65,000 in CDBG funds per home can be used on rehab/repair activities.
- **PUBLIC SERVICE CAPITAL OUTLAY:** Community centers; senior citizen centers; community facilities designed to provide health, social, recreational and other services to residents.

- **ECONOMIC DEVELOPMENT**: Assists communities in creating or retaining jobs for LMI persons/communities; creation or retention of businesses owned by community residents.
- **EMERGENCY**: Addresses life threatening situations resulting from disasters or threats to health and safety; must have appropriate state agency concurrence; local resources must be non-existent or unavailable.
- **PLANNING**: Grant assistance must be used for a comprehensive plan if there has not been a current or updated plan within the last five years; feasibility studies; base mapping, aerial photography, GIS systems; development of codes and ordinances; limit of \$50,000.
- **COLONIAS**: Communities must be within 150 miles of the U.S. - Mexico border and be designated by the county or municipality where it is located. The criteria necessary to qualify are lack of potable water supply, inadequate sewage system and lack of decent, safe, and sanitary housing. This category does not apply to the City of Gallup.

Municipal facilities, like city halls or county courthouses, are ineligible for CDBG funding, unless these civic facilities are not compliant with federal ADA regulations. Additionally, payments for housing allowances, mortgage subsidies, political expenditures, and costs involved in preparing and securing funding for CDBG applications are also ineligible.

Program Requirements

Grey detailed specific CDBG program requirements for applicants:

- Conduct at least (1) public hearing, but strongly recommend (3) hearings, to inform citizens of: (a) estimated funds available for CDBG projects, (b) types of potentially eligible projects, and (c) receive project recommendations from citizens regarding community development and housing needs;
- Encourage citizen participation in LMI persons/communities by publishing public notices in English and Spanish via various media sources;
- Governing officials must consider and select publicly recommended projects at regularly scheduled meetings; and
- Each proposed CDBG project must meet at least (1) of the (3) national objectives:
 - activities must benefit LMI persons/communities,
 - prevention of slum and blight, and
 - must meet urgent or life-threatening community development need.

Application Requirements

Grey discussed application requirements:

- Applications with a Certified Cost Estimate (CCE) are eligible for \$750,000 or \$500,000 without a CCE. Planning grants are only eligible for \$50,000. Applicants are also allowed to submit a phased request;
- Applicants must meet threshold requirements:
 - An applicant/grantee with one or more active grants in the infrastructure, public service, capital outlay categories, or Colonias projects cannot apply for additional funding until the current project is fully closed;
- Rural applicants (with populations of 3,000 or less) must provide a minimum 5% cash match; Non-Rural applicants must provide a 10% cash match;
 - Applicants may request a waiver of the matching requirements in the absence of local resources or apply for a loan to meet the matching requirement at appropriate interest rates;

- Applicants are scored by a rating system determined by specified criteria such as:
 - description and need,
 - benefit to LMI communities,
 - leveraging,
 - citizen participation,
 - planning,
 - feasibility and readiness,
 - user fees and revenues, and
 - cost benefit

The Community Development Council (CDC) also will also consider: (a) current economic situations, (b) if the entity was funded last year, and (c) application presentation.

Current and Past Projects

Examples of past CDBG projects include the:

- A. Phase IV – Vista Avenue Renovation, Sky City Public Housing – La Loma Addition**
 - received an award of \$500,000,
 - to improve street conditions by reconstructing curb, gutter and sidewalk,
 - to improve ADA accessibility, and
 - to replace water/wastewater service lines.
- B. Phase III – Strong Street Renovation, Sky City Public Housing – La Loma Addition**
 - received an award of \$450,000,
 - to replace water/wastewater service lines,
 - to improve street conditions by reconstructing curb, gutter and sidewalk,
 - to improve ADA accessibility.
- C. Phase II – Curtis Avenue Renovation, Sky City Public Housing – La Loma Addition**
 - received an award of \$375,000, matched with \$100,000 from City.
- D. Phase I – Vega & Cliff Avenues, Sky City Public Housing – La Loma Addition**
 - received an award of \$500,000, matched with \$424,000 from City.
- E. CDBG Planning Grant**
 - received \$50,000, matched with \$50,000 from City,
 - updated the City’s Growth Management Master Plan (2006).
- F. CDBG Planning Grant**
 - received \$25,000, matched with \$12,500 from City and \$12,500 from County,
 - for downtown redevelopment and County Courthouse Plaza.

Citizen Input

The purpose of including ideas from ICIP is to let citizens know what ideas are currently on the table, and to help them think of other possible projects. The floor was given to participants for citizen input.

I. Chihuahuita Neighborhood

Some problem areas that need attention. Residents have complained about stormwater drainage issues, where in some cases have flooded front yards and basements. Residents have no means of preventing these issues except of place sandbags to block advancing waters during rainy seasons. Project should entail:

- Street repair,
- Curb and gutter renovation, and
- Stormwater drainage improvement.

Question or Comments

No questions or comments are made.

Next Steps:

- Research and gather information regarding projects proposed
- Determine project eligibility
- Present to City Council at the next regular meeting, Tuesday, January 28th
 - City Council will select a project
- Potentially host a 2nd public hearing.

Ms. Grey reviewed what happens next regarding project proposals, and thanked participants for getting involved in this matter. A summary of all proposed projects will be presented to the City Council at the next regular meeting on Tuesday, January 28, 2020. At this meeting, the City Council will be asked to select a project for CDBG funding.

Once selection is determined, the next step to ensure that all the cost estimates and reports are completed in a timely manner. This is to make sure that required documents are submitted to DFA prior to scheduled deadlines. Attached is a copy of the CDBG Application timelines.

- If a project is selected, the CDBG Application process will begin with the development of the Low- to Moderate-Income (LMI) Methodology report to be submitted to DFA for approval.
- Once approved, will need to conduct a field survey to determine if the project area meets LMI requirements.
- CDBG Application deadline is Tuesday, June 11, 2020.

Adjournment:

Ms. Grey adjourned the meeting at 5:41PM



CITY OF GALLUP

City of Gallup

CDBG Pre-Selection Public Hearing

January 07, 2020 | 5:00PM - 6:00PM

City Council Chambers

110 West Aztec Avenue, Gallup, NM 87301

SIGN-IN SHEET

Name	Signature	Email
1. Alice M. Santiago	<i>[Signature]</i>	asantiago@gallupnm.gov
2. Brandon Howe	<i>[Signature]</i>	bhowe@numways.org
3. Angelina Gray	<i>[Signature]</i>	agray@numways.org
4. Eryn W. Thomas	<i>[Signature]</i>	erwilliams@numways.org
5. Shelby H. Cooper	<i>[Signature]</i>	shedderson@gallupnm.gov
6. Maryann Hestick	<i>[Signature]</i>	mustick@gallupnm.gov
7. Fran Palochac	<i>[Signature]</i>	frpalochac@hotmail.com
8. ESTACE CAUDE (AKA: H)	<i>[Signature]</i>	
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The City of Gallup
110 West Aztec Avenue
Gallup, NM 87301

MEETING MINUTES

MEETING: Community Development Block Grant (CDBG) Public Hearing #2

PURPOSE: To receive public input on community development needs and suggestions for future CDBG projects.

DATE: January 21, 2020 **TIME:** 6:00 PM **LOCATION:** City of Gallup Chambers, Gallup, NM

Attendees:

See the attached sign in sheet of this meeting

Introduction:

The hearing was called to order at 6:08PM by Stan Henderson, City of Gallup Public Works Director. The purpose of the meeting is to gather public input on local community development needs, as well as suggestions for future CDBG projects. Angelina Grey, Planner from the Northwest New Mexico Council of Governments, led the meeting with a PowerPoint presentation projected for participants to view.

CDBG Program Objectives:

Ms. Grey stated the CDBG funding program was established to:

1. Benefit primarily Low and Moderate-Income (LMI) persons/communities,
2. Aid in the prevention of slum and blight, and
3. Address urgent community development needs where existing conditions pose a threat to the health and welfare of the community.

Grant program is quite competitive when vying for limited state funding sources.

Eligible Applicants:

With the exception of Albuquerque, Rio Rancho, Santa Fe, Las Cruces, and Farmington, all counties and incorporated areas are eligible to apply for this funding program. Additionally, non-municipal entities, such as the water and mutual domestic associations and sanitation districts, are also eligible to apply for CDBG but are required to go through the City as a fiscal agent. Tribes are exempt from this process for they receive funding through the U.S. Housing and Urban Development (HUD) agency.

Eligible Activities and Categories:

Grey continued to describe the eligible activities and categories:

- **COMMUNITY INFRASTRUCTURE:** Water and sewer systems; street improvements consisting of roads, streets, curbs, gutter, sidewalks, traffic control devices; municipal utilities.
- **HOUSING:** Real property acquisition; rehabilitation; clearance; provision of public facilities to increase housing opportunities; code enforcement; historic preservation activities; a maximum of \$65,000 in CDBG funds per home can be used on rehab/repair activities.

- **PUBLIC SERVICE CAPITAL OUTLAY**: Community centers; senior citizen centers; community facilities designed to provide health, social, recreational and other services to residents.
- **ECONOMIC DEVELOPMENT**: Assists communities in creating or retaining jobs for LMI persons/communities; creation or retention of businesses owned by community residents.
- **EMERGENCY**: Addresses life threatening situations resulting from disasters or threats to health and safety; must have appropriate state agency concurrence; local resources must be non-existent or unavailable.
- **PLANNING**: Grant assistance must be used for a comprehensive plan if there has not been a current or updated plan within the last five years; feasibility studies; base mapping, aerial photography, GIS systems; development of codes and ordinances; limit of \$50,000.
- **COLONIAS**: Communities must be within 150 miles of the U.S. - Mexico border and be designated by the county or municipality where it is located. The criteria necessary to qualify are lack of potable water supply, inadequate sewage system and lack of decent, safe, and sanitary housing. This category does not apply to the City of Gallup.

Municipal facilities, like city halls or county courthouses, are ineligible for CDBG funding, unless these civic facilities are not compliant with federal ADA regulations. Additionally, payments for housing allowances, mortgage subsidies, political expenditures, and costs involved in preparing and securing funding for CDBG applications are also ineligible.

Program Requirements

Grey detailed specific CDBG program requirements for applicants:

- Conduct at least (1) public hearing, but strongly recommend (3) hearings, to inform citizens of: (a) estimated funds available for CDBG projects, (b) types of potentially eligible projects, and (c) receive project recommendations from citizens regarding community development and housing needs;
- Encourage citizen participation in LMI persons/communities by publishing public notices in English and Spanish via various media sources;
- Governing officials must consider and select publicly recommended projects at regularly scheduled meetings; and
- Each proposed CDBG project must meet at least (1) of the (3) national objectives:
 - activities must benefit LMI persons/communities,
 - prevention of slum and blight, and
 - must meet urgent or life-threatening community development need.

Application Requirements

Grey discussed application requirements:

- Applications with a Certified Cost Estimate (CCE) are eligible for \$750,000 or \$500,000 without a CCE. Planning grants are only eligible for \$50,000. Applicants are also allowed to submit a phased request;
- Applicants must meet threshold requirements:
 - An applicant/grantee with one or more active grants in the infrastructure, public

service, capital outlay categories, or Colonias projects cannot apply for additional funding until the current project is fully closed;

- Rural applicants (with populations of 3,000 or less) must provide a minimum 5% cash match; Non-Rural applicants must provide a 10% cash match;
 - Applicants may request a waiver of the matching requirements in the absence of local resources or apply for a loan to meet the matching requirement at appropriate interest rates;
- Applicants are scored by a rating system determined by specified criteria such as:
 - description and need,
 - benefit to LMI communities,
 - leveraging,
 - citizen participation,
 - planning,
 - feasibility and readiness,
 - user fees and revenues, and
 - cost benefit

The Community Development Council (CDC) also will also consider: (a) current economic situations, (b) if the entity was funded last year, and (c) application presentation.

Current and Past Projects

Examples of past CDBG projects include the:

- A. Phase IV – Vista Avenue Renovation, Sky City Public Housing – La Loma Addition**
 - received an award of \$500,000,
 - to improve street conditions by reconstructing curb, gutter and sidewalk,
 - to improve ADA accessibility, and
 - to replace water/wastewater service lines.
- B. Phase III – Strong Street Renovation, Sky City Public Housing – La Loma Addition**
 - received an award of \$450,000,
 - to replace water/wastewater service lines,
 - to improve street conditions by reconstructing curb, gutter and sidewalk,
 - to improve ADA accessibility.
- C. Phase II – Curtis Avenue Renovation, Sky City Public Housing – La Loma Addition**
 - received an award of \$375,000, matched with \$100,000 from City.
- D. Phase I – Vega & Cliff Avenues, Sky City Public Housing – La Loma Addition**
 - received an award of \$500,000, matched with \$424,000 from City.
- E. CDBG Planning Grant**
 - received \$50,000, matched with \$50,000 from City,
 - updated the City's Growth Management Master Plan (2006).
- F. CDBG Planning Grant**
 - received \$25,000, matched with \$12,500 from City and \$12,500 from County,

Citizen Input

The purpose of including ideas from ICIP is to let citizens know what ideas are currently on the table, and to help them think of other possible projects. The floor was given to participants for citizen input.

- I. **Gallup Housing Authority** Limited funding prevent GHA from moving forward with projects. Seeking alternative funding opportunities.
 - a. **Water-Main Replacement**
Old waterline piping infrastructure need to be replaced within the Romero/Clark area. Inspections have discovered severe corrosion of waterlines. This project is listed on the City's ICIP.
 - b. **Sewer-Main Replacement**
Similar to water-main lines. Project area is the Marce Development. This project could be added to the City's ICIP.
 - c. **Street and Adjacent Sidewalk Replacement**
Streets in the Gallup Housing Authority developments are in dire need of improvements and repair, especially the Arnold, Romero, and Sunshine Canyon developments. Adjacent sidewalks also need the same attention and will need to be reconstructed to meet ADA requirements.
 - d. **Electrical Overhead Powerlines Replacement**
Overhead electrical powerlines, utility poles and transformers are significantly deteriorated. Power failure are common issues.
 - e. **Veteran's Transitional Housing**
There is a great need for transitional housing for homeless veterans. Such facility should offer counseling, classroom training spaces and other support services. GHA has preliminary designs for 10 housing units. Total estimated cost is between \$300,000 to \$350,000.
 - f. **Women's Transitional Housing**
Similar to Veteran's Transitional Housing. Facilities will serve battered women with children. Services offered include dormitory-style living conditions, meeting rooms, classroom training spaces, counseling and other support services. Total estimated cost is between \$300,000 to \$350,000.
 - g. **Feasibility Study**
To develop a feasibility study geared towards planning, designing and constructing tiny homes to meet the needs of the local homeless population in desperate need of basic housing options.
 - h. **Feasibility/Marketing Study**
To develop a feasibility study for new housing construction for women/children progressing from the transitional stage to acquiring marketed housing or homeownership. The current Gallup housing market accommodates high-income families.

II. **Gallup MainStreet Program**

Consider adding Coal Avenue Commons and Gallup Downtown Alley Project to potential list of capital projects for the City of Gallup.

- seeking additional funding sources to complete projects.

Question or Comments

No questions or comments are made.

Next Steps:

- Research and gather information regarding projects proposed
- Determine project eligibility
- Present to City Council at the next regular meeting, Tuesday, January 28th
 - City Council will select a project
- Potentially host a 2nd public hearing.

Ms. Grey reviewed what happens next regarding project proposals, and thanked participants for getting involved in this matter. A summary of all proposed projects will be presented to the City Council at the next regular meeting on Tuesday, January 28, 2020. At this meeting, the City Council will be asked to select a project for CDBG funding.

Once selection is determined, the next step to ensure that all the cost estimates and reports are completed in a timely manner. This is to make sure that required documents are submitted to DFA prior to scheduled deadlines. Attached is a copy of the CDBG Application timelines.

- If a project is selected, the CDBG Application process will begin with the development of the Low- to Moderate-Income (LMI) Methodology report to be submitted to DFA for approval.
- Once approved, will need to conduct a field survey to determine if the project area meets LMI requirements.
- CDBG Application deadline is Tuesday, June 11, 2020.

Adjournment:

Ms. Grey adjourned the meeting at 6:44PM



CITY OF GALLUP

City of Gallup

CDBG Pre-Selection Public Hearing #2

January 21, 2020 | 6:00PM - 7:00PM

City Council Chambers

110 West Aztec Avenue, Gallup, NM 87301

SIGN-IN SHEET

Name	Signature	Email
1 Angelina Gray		agray@numnecog.org
2 Stacy Halderson		shalderson@gallupnm.gov
3 Mike Burnside		Mike.Burnside@galluphousing.com
4 Richard Kontz		richard.kontz@galluphous.com
5 Justin Benson		JUSTIN.R.BENSON@gmail.com
6 Tiffany Benson		TiffanyEBenson@aol.com
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CDBG Pre-Selection Public Hearings Summary

To date, two public hearings were held with efforts to gain public input on any potential capital projects serving low- to moderate-income communities within the city limits. The following is a list of proposed projects. For more information, refer to attached meeting minutes.

I. Chihuahuita Neighborhood

Some problem areas that need attention. Residents have complained about stormwater drainage issues, where in some cases have flooded front yards and basements. Residents have no means of preventing these issues except of place sandbags to block advancing waters during rainy seasons. Project should entail Street repair and improvements, Curb and gutter renovation, and Stormwater drainage improvements.

II. Gallup Housing Authority Limited funding prevent GHA from moving forward with projects. Seeking alternative funding opportunities.

a. Water-Main Replacement

Old waterline piping infrastructure need to be replaced within the Romero/Clark area. Inspections have discovered severe corrosion of waterlines. This project is listed on the City's ICIP.

b. Sewer-Main Replacement

Similar to water-main lines. Project area is the Marce Development. This project could be added to the City's ICIP.

c. Street and Adjacent Sidewalk Replacement

Streets in the Gallup Housing Authority developments are in dire need of improvements and repair, especially the Arnold, Romero, and Sunshine Canyon developments. Adjacent sidewalks also need the same attention and will need to be reconstructed to meet ADA requirements.

d. Electrical Overhead Powerlines Replacement

Overhead electrical powerlines, utility poles and transformers are significantly deteriorated. Power failure are common issues.

e. Veteran's Transitional Housing

There is a great need for transitional housing for homeless veterans. Such facility should offer counseling, classroom training spaces and other support services. GHA has preliminary designs for 10 housing units. Total estimated cost is between \$300,000 to \$350,000.

f. Women's Transitional Housing

Similar to Veteran's Transitional Housing. Facilities will serve battered women with children. Services offered include dormitory-style living conditions, meeting rooms, classroom training spaces, counseling and other support services. Total estimated cost is between \$300,000 to \$350,000.

g. Feasibility Study

To develop a feasibility study geared towards planning, designing and constructing tiny homes to meet the needs of the local homeless population in desperate need of basic housing options.

h. Feasibility/Marketing Study

To develop a feasibility study for new housing construction for women/children progressing from the transitional stage to acquiring marketed housing or homeownership. The current Gallup housing market accommodates high-income families.

III. Gallup MainStreet Program

Consider adding Coal Avenue Commons and Gallup Downtown Alley Project to potential list of capital projects for the City of Gallup. Seeking additional funding sources to complete projects

RESOLUTION #R2020-_____

A RESOLUTION BY THE GALLUP CITY COUNCIL DIRECTED TO THE NEW MEXICO COMMUNITY DEVELOPMENT COUNCIL IN ORDER TO PURSUE COMMUNITY DEVELOPMENT BLOCK GRANTS FOR NEEDED INFRASTRUCTURE PROJECTS ON BEHALF OF THE CITY OF GALLUP'S LOW TO MODERATE INCOME CITIZENS.

WHEREAS, the City of Gallup, NM has utilized the U.S. Department of Housing and Urban Development's Community Development Block Grant Program to assist with addressing the needs of low and moderate income neighborhoods, elimination of slum and blight, and addressing economic development in Gallup; and

WHEREAS, the Community Development Block Grant Program requires annual adoption by resolution of the City of Gallup's procurement policy; and

WHEREAS, the City of Gallup, NM wishes to continue to utilize CDBG funds to address needs for low to moderate income neighborhoods, elimination of slum and blight, and economic development.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GALLUP, NEW MEXICO that:

City of Gallup, NM certifies its compliance with Federal Procurement Code (24 CFR Part 85.36) and New Mexico Procurement Code (13-1-120 NMSA 1978) as a matter of City procurement policy.

PASSED, APPROVED, and ADOPTED this 28th day of January 2020.

CITY OF GALLUP, NEW MEXICO

By: _____
Jackie McKinney,
Mayor

ATTEST:

Al Abeita, City Clerk

RESOLUTION R2020-__
A RESOLUTION ADOPTING A HUD SECTION 3 PLAN
FOR CALENDAR YEAR 2020

WHEREAS, Section 3 is a provision of the HUD Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency.

WHEREAS, 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. And

WHEREAS, every CDBG grantee is required to annually adopt a “Section 3 Plan” by resolution for CDBG projects.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GALLUP, NEW MEXICO that:

- City of Gallup, NM adopts the attached Housing and Urban Development Section 3 Plan for calendar year 2020.

PASSED, APPROVED, and ADOPTED this 28th of January 2020.

CITY OF GALLUP, NEW MEXICO

By: _____
Jackie McKinney,
Mayor

ATTEST:

Al Abeita, City Clerk

2020 CDBG SECTION 3 PLAN

The [City of Gallup, NM](#) is committed to comply with Section 3 of the Housing and Urban Development Act of 1968. This Act encourages the use of small local businesses and the hiring of low income residents of the community.

The [City of Gallup, NM](#) has appointed [Public Works Director](#) as the Section 3 Coordinator, to advise and assist key personnel and staff on Section 3, to officially serve as focal point for Section 3 complaints, and as the on-site monitor of prime contractors and sub-contractors to insure the implementation and enforcement of their Section 3 plans. The approval or disapproval of the Section 3 plan is the ultimate responsibility of the [City Manager](#). Documentation of efforts will be retained on file for monitoring by the state.

Therefore, the [City of Gallup, NM](#) shall:

1. Hiring

- a. Advertise for all [City of Gallup, NM](#) positions in local newspapers
- b. List all [City of Gallup, NM](#) job opportunities with the State Employment Service
- c. Give preference in hiring to lower income persons residing in the [City of Gallup, NM](#). This means that if two equally qualified persons apply and one is a resident of the [City of Gallup, NM](#) and one is not, the resident will be hired
- d. Maintain records of [City of Gallup, NM](#) hiring as specified on this form:

ANTICIPATED _____		HIRING YEAR _____		
PLANNED			ACTUAL	
Job Classification	# of Positions to be Filled	# of Positions to be Filled by Lower Income City of Gallup, NM Residents	# of Positions Filled	Positions Filled by Lower Income City of Gallup, NM Residents

- Chart for Section 3 Plan MUST be filled out in its entirety.

e. City's Human Resources Department shall be responsible for the "hiring" provisions and plans herein.

2. Contracting

- a. The City of Gallup, NM will compile a list of businesses, suppliers and contractors located in the City of Gallup, NM.
- b. These vendors will be contacted for bid or quotes whenever the City of Gallup, NM requires supplies, services or construction.
- c. Preference will be given to small local businesses. This means if identical bids/quotes are received from a small business located within the City of Gallup, NM and one from outside the City of Gallup, NM, the contract will be awarded to the business located within the community.

3. Training

The City of Gallup, NM shall maintain a list of all training programs operated by the City of Gallup, NM and its agencies and will direct them to give preference to City of Gallup, NM residents. The City of Gallup, NM will also direct all CDBG sponsored training to provide preference to City of Gallup, NM residents.

4. CDBG Contracts

All CDBG bid proposals and contracts shall include the following Section 3 language.

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that the greatest extent feasible, opportunities for training and employment be given lower income residents of the project areas, and contracts for work in connection with the project be awarded to business concerns residing in the project area.
- b. The parties to this contract will comply with the provision of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR and all applicable rules and orders of the Department issued there-under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under the Section 3 clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135, and will not let any subcontract unless the subcontractor

has first provided it with the requirements of these regulations.

e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department, issued thereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

The [City of Gallup, NM](#) shall require each contractor to prepare a written Section 3 plan as a part of their bids on all jobs exceeding \$100,000. All Section 3 plans shall be reviewed and approved by the City's Equal Opportunity Section 3 Compliance Officer and retained for monitoring by the state.

The [City of Gallup, NM](#) will maintain all necessary reports and will insure that all contractors and subcontractors submit required reports.

LOWER INCOME CLARIFICATION

A family who resides in [City of Gallup, NM](#) and whose income does not exceed the income limit for the size of family as per the attached Section 8 Income Limit for [City of Gallup, NM](#). Information contained in our Section 3 Plan reflects the status of the [City of Gallup, NM](#) employees regarding lower income considerations based on their salary paid by the [City of Gallup, NM](#).

Elected Official Name _____

Official Title _____

Date

RESOLUTION R2020-__
A RESOLUTION ADOPTING A
CITY RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
FOR CALENDAR YEAR 2020

WHEREAS, when Federal funds such as Community Development Block Grants (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.

WHEREAS, 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.

WHEREAS, 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 the City is undertaking relocation activities.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GALLUP, NEW MEXICO that:

- City Of Gallup, NM adopts the attached Residential Anti-Displacement And Relocation Plan for calendar year 2020.

PASSED, APPROVED, and ADOPTED this 28th day of January 2020.

CITY OF GALLUP, NEW MEXICO

By: _____
Jackie McKinney,
Mayor

ATTEST:

Al Abeita, City Clerk

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

I. Background/Introduction

Section 104(d) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304(d)(4)), Section 105(b)(16) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705(b)(16)), and implementing regulations at 24 CFR Part 42, specify that a grantee under the Community Development Block Grant (CDBG) must certify that it has in effect and is following a “residential Anti-displacement and relocation assistance plan” (Plan). As a CDBG grantee, [City of Gallup, NM](#) must certify to State of New Mexico Department of Finance and Administration Local Government Division that it has and is following such a Plan.

The Plan must include three components:

- 1) one-for-one replacement requirements for lower-income housing units,
- 2) relocation assistance, and
- 3) a description of the steps [City of Gallup, NM](#) will take to minimize displacement.

II. Activities Covered by the Plan

All activities involving the use of CDBG funds that cause displacement as a direct result of demolition or conversion of a lower-income dwelling are subject to the requirements specified in the Plan. Activities for which funds are first obligated on or after September 30, 1988 are subject to the requirements specified in the Plan, without regard to the source year of the funds.

III. Uniform Relocation Act

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) govern displacement that directly results from acquisition, rehabilitation, or demolition of real property when federal funds are used. [City of Gallup, NM](#)’s Residential Anti-displacement and Relocation Assistance Plan is in no way intended to supersede the URA. CDBG assisted activities may still be subject to the requirements of the URA.

IV. One-for-One Replacement Units

All occupied and vacant occupiable lower-income dwelling units that are demolished or converted to a use other than as lower-income dwelling units in connection with an assisted activity must be replaced with comparable lower-income units. Replacement lower-income dwelling units may be provided by any governmental agency or private developer and must meet the following requirements:

- A. The units must be located within [City of Gallup, NM](#) to the extent feasible, and the units shall be located within the same neighborhood as the units replaced.
- B. The units must be sufficient in number and size to house no fewer than the number of

occupants who could have been housed in the units that are demolished or converted. The number of occupants who could have been housed in the units shall be in accordance with applicable local housing occupancy codes. The units may not be replaced with smaller units (e.g., a 2-bedroom unit with two 1-bedroom units), unless [City of Gallup, NM](#) has provided information demonstrating that such a proposed replacement is consistent with the needs assessment contained State of New Mexico Department of Finance and Administration Local Government Division HUD-approved Consolidated Plan.

C. The units must be in standard condition and must at a minimum meet Section 8 Program Housing Quality Standards. Replacement lower-income units may include units brought from a substandard condition to standard condition if:

- 1) no person was displaced from the unit; and
- 2) the unit was vacant for at least 3 months before execution of the agreement between [City of Gallup, NM](#) and the property owner.

D. The units must initially be made available for occupancy at any time during the period beginning 1 year before the recipient makes public the information required under Section F below and ending 3 years after the commencement of the demolition or rehabilitation related to the conversion.

E. The units must be designed to remain lower-income dwelling units for at least 10 years from the date of initial occupancy. Replacement lower-income dwelling units may include, but are not limited to, public housing or existing housing receiving Section 8 project-based assistance

F. Before [City of Gallup, NM](#) enters into a contract committing it to provide CDBG funds for any activity that will directly result in the demolition of lower-income dwelling units or the conversion of lower-income dwelling units to another use, [City of Gallup, NM](#) must make public and submit in writing to State of New Mexico Department of Finance and Administration Local Government Division the following information:

- 1) A description of the proposed assisted activity;
- 2) The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for lower income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data is not available at the time of the submission to State of New Mexico Department of Finance and Administration Local Government Division, the submission shall identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific location and

number of dwellings units by size shall be submitted and disclosed to the public as soon as it is available;

5) The source of funding and time schedule for the provision of replacement dwelling units;

6) The basis for concluding that each replacement unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and

7) Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the needs assessment contained in the State of New Mexico Department of Finance and Administration Local Government Division Consolidated Plan.

G. The one-for-one replacement requirements may not apply if HUD determines, based on objective data, that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within [City of Gallup, NM](#). In making such a determination, State of New Mexico Department of Finance and Administration Local Government Division will consider such factors as vacancy rates, numbers of lower-income units in [City of Gallup, NM](#) and the number of eligible families on the Section 8 waiting list.

V. **Relocation Assistance.**

Each lower-income person who is displaced as a direct result of CDBG assisted demolition or conversion of a lower-income dwelling shall be provided with relocation assistance.

Relocation assistance includes advisory services and reimbursement for moving expenses, security deposits, credit checks, other moving expenses, including certain interim living costs, and certain replacement housing assistance.

Displaced persons have the right to elect, as an alternative to the benefits described in this Plan, to receive benefits under the URA, if they determine that it is in their best interest to do so. The following relocation assistance shall be available to lower-income displacement persons:

A. Displaced lower-income persons will receive the relocation assistance required under 49 CFR 24, Subpart C (General Relocation Requirements) and Subpart D (Payment for Moving and Related Expenses) whether the person elects to receive assistance under the URA or the assistance required by CDBG regulations. Relocation notices must be distributed to the affected persons in accordance with 49 CFR 24.203 of the URA;

B. The reasonable and necessary cost of any security deposit required to rent the replacement dwelling unit and for credit checks required to rent or purchase the replacement dwelling unit;

C. Actual reasonable out-of-pocket costs incurred in connection with temporary relocation, including moving expenses and increased housing costs, if:

1) The person must relocate temporarily because continued occupancy of the

dwelling unit constitutes a substantial danger to the health or safety of the person or the public; or

2) The person is displaced from a lower-income dwelling unit, none of the comparable replacement units to which the person has been referred qualifies as a lower-income dwelling unit, and a suitable lower-income dwelling unit is scheduled to become available through one-for-one replacement requirements

D. Replacement Housing Assistance. Displaced persons are eligible to receive one of the following two forms of replacement housing assistance:

1) Each person shall be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling to the "Total Tenant Payment", as determined under 24 CFR 813.107. All or a portion of this assistance may be offered through a certificate or housing voucher for rental assistance under the Section 8 program. Where Section 8 assistance is provided to the displaced person, [City of Gallup, NM](#) must provide the person with referrals to comparable units whose owners are willing to participate in Section 8 program to the extent that cash assistance is provided, it will be provided in installments.

2) In lieu of the housing voucher, certificate or cash assistance described above, the person may elect to receive a lump sum payment allowing them to secure participation in a housing cooperative or mutual housing association. This lump sum payment shall be equal to the capitalized value of 60 monthly installments of the amount that is obtained by subtracting the

"Total Tenant Payment", as determined under 24 CFR 813.107, from the monthly cost of rent and average monthly cost of utilities at a comparable replacement dwelling unit. To compute the capitalized value, the installments shall be discounted at the rate of interest paid on passbook savings in a federally insured financial institution conducting business within [City of Gallup, NM](#).

Displaced lower-income tenants shall be advised of their right to elect relocation assistance pursuant to the URA and the regulations at 49 CFR 24 as an alternative to the relocation assistance available under CDBG regulations.

VI. **Eligibility for Relocation Assistance**

A lower-income person is eligible for relocation assistance if they are considered to be a "displaced person" as defined in 24 CFR 42.305. A displaced person means a lower-income person who, in connection with an activity assisted under the CDBG program, permanently moves from real property or permanently moves personal property from real property as a direct result of demolition or conversion of a lower-income dwelling.

For purposes of this definition, a permanent move includes a move made permanently and:

A. After notice by the owner to move from the property, if the move occurs on or after

the date of the submission of a request to [City of Gallup, NM](#) for CDBG assistance that is later approved for the requested activity; or

B. After notice by the owner to move from the property, if the move occurs on or after the date of the initial official submission to HUD of the consolidated plan under 24 CFR Part 91 describing the assisted activity; or

C. Before the dates described in A & B above, if [City of Gallup, NM](#) or State of New Mexico Department of Finance and Administration Local Government Division determines that the displacement was a direct result of conversion or demolition in connection with a CDBG assisted activity; or

D. By a tenant-occupant of a dwelling unit, if any one of the following three situations occurs:

1) The tenant moves after execution of the CDBG agreement covering the acquisition, rehabilitation or demolition and the move occurs before the tenant is provided written notice offering the tenant the opportunity to lease and occupy a suitable, decent, safe and sanitary dwelling in the same building/complex upon completion of the project under reasonable terms and conditions, including a monthly rent and estimated average monthly utility costs that do not exceed the greater of the tenant's monthly rent before such agreement, or the total tenant payment as determined under 24 CFR 813.107 if the tenant is lower-income, or 30 percent of gross household income if the tenant is not lower-income.

2) The tenant is required to relocate temporarily, does not return to the building and/or complex, and either is not offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, or other conditions of the temporary relocation are not reasonable.

3) The tenant is required to move to another dwelling unit in the same building and/or complex but is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move, or other conditions of the move are not reasonable.

If the displacement occurs on or after the appropriate date described in A & B above, the lower-income person is not eligible for relocation assistance if:

A. The person is evicted for cause based upon a serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violation of applicable federal, State or local law, or other good cause, and the [City of Gallup, NM](#) determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;

B. The person moved into the property on or after the date described in A & B above after receiving written notice of the expected displacement; or

C. [City of Gallup, NM](#) determines that the displacement was not a direct result of the

CDBG assisted activity and the State of New Mexico Department of Finance and Administration Local Government Division concurs with this determination.

VII. **Minimizing Displacement**

The CDBG regulations regarding the demolition or conversion of lower-income dwelling units are designed to ensure that lower-income persons are provided with adequate, affordable replacement housing. Naturally, involuntary displacement should be discouraged whenever a reasonable alternative exists. Involuntary displacement is extremely disruptive and disturbing, especially to lower-income persons who do not have the means to locate alternative housing.

There are various ways that displacement can be minimized. The following are steps that will be taken to minimize the involuntary displacement of lower-income persons when CDBG funds are involved:

A. **Screening of Applications** All CDBG applications will be reviewed to determine whether involuntary displacement is likely to occur. Those applications involving displacement will receive a lower priority recommendation for funding unless it can be shown that alternatives are not available.

B. **Acquisition of Property** Applicants who apply for CDBG funds to acquire property for the development of lower-income housing will be encouraged to purchase vacant land. In the case of in-fill and other projects where this is not feasible and the project involves potential displacement, the applicant shall agree to allow the displaced lower-income person(s) to occupy the new housing at an affordable rent.

Applicants who utilize CDBG funds to rehabilitate or convert a lower-income unit to a nonresidential use will be required to supply replacement housing consistent with paragraph IV, as well as relocation assistance.

C. **Cost of Relocation Assistance** The cost of any required relocation assistance and the provision of replacement housing will be borne by the applicant and may be paid for out of CDBG funds awarded to the project.

VIII. **Definitions**

A. "Comparable replacement dwelling unit" means a dwelling unit that:

1 Meets the criteria of 49 CFR 24.2(d)(1) through (6); and

2 Is available at a monthly cost for rent plus estimated average monthly utility costs that does not exceed the "Total Tenant Payment" determined under 24 CFR 813.107 after taking into account any rental assistance the household would receive.

B. "Lower-income dwelling unit" means a dwelling unit with a market rental (including utility costs) that does not exceed the applicable Fair Market Rent (FMR) for existing housing and moderate rehabilitation established under 24 CFR Part 888.

C. "Standard condition" means units that at a minimum meet the Existing Housing Quality

Standards of the Section 8 rental subsidy program.

D. "Substandard condition suitable for rehabilitation" means units with code violations that can be brought to Section 8 Housing Quality Standards within reasonable monetary amounts.

E. "Vacant occupiable dwelling unit" means a dwelling unit that is in a standard condition; a vacant dwelling unit that is in substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning 3 months before the date of execution of the agreement by [City of Gallup, NM](#) covering the rehabilitation or demolition.

IX. Grievances

The [City of Gallup, NM](#) will provide timely written answers to written complaints and grievances within 15 working days where practical. Action items:

A. Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 15 days, if possible.

B. Allow for appeal of a decision to a neutral authority.

C. File a detailed record of all complaints or grievances and responses in one central location with easy public access.

IX. Certification

The [City of Gallup, NM](#) herewith certifies to follow the Anti-displacement relocation plan described above and adopt the plan by resolution annually.

Plan Adoption Date: _____

Adoption Instrument: _____

Certified By: _____

Chief Official Name: _____

Date

Chief Official Title: _____

Copy to DFA/Local Government Division with attachments

Rev 6-16

RESOLUTION #R2020-_____

A RESOLUTION BY THE GALLUP CITY COUNCIL DIRECTED TO THE NEW MEXICO COMMUNITY DEVELOPMENT COUNCIL FOR PURPOSES OF PURSUING COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORT FOR NEEDED INFRASTRUCTURE PROJECTS, TO ASSURE COMPLIANCE WITH REQUIREMENTS FOR PUBLIC PARTICIPATION, WITH EMPHASIS ON PARTICIPATION FROM, AND BENEFIT ON BEHALF OF LOW TO MODERATE INCOME CITIZENS.

WHEREAS, the City of Gallup has utilized the U.S. Department of Housing and Urban Development Community Development Block Grant Program to assist with addressing the needs of low- and moderate-income neighborhoods, elimination of slum and blight, and addressing economic development in Gallup; and

WHEREAS, the Community Development Block Grant Program requires citizen participation and input for the selection, application, and development process of CDBG funded projects, with emphasis on participation from persons of low and moderate income; and

WHEREAS, the City is required to provide adequate advance notice, equal access, and accommodation on behalf of all citizens, including disabled, and non-English speaking citizens for participation in meetings pertaining to the selection, application and development of CDBG funded projects; and

WHEREAS, appropriate records and information regarding the use of CDBG funds, both past and present, are considered public records and available for public review; and technical assistance is to be available to assure equal access to public process (meetings) and records; and a formal complaint process is required to assure equal access and participation; and

WHEREAS, the City of Gallup wishes to continue to utilize CDBG funds to address needs for low to moderate income neighborhoods, elimination of slum and blight, and economic development.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GALLUP, NEW MEXICO that:

- City Of Gallup, NM adopts the attached Citizens Participation Plan for calendar year 2020.

PASSED, APPROVED, and ADOPTED this 28th day of January 2020.

CITY OF GALLUP, NEW MEXICO

By: _____
Jackie McKinney,
Mayor

ATTEST:

Al Abeita, City Clerk

CITIZEN PARTICIPATION PLAN

Introduction

In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort to further encourage citizen participation, [City of Gallup, NM](#) has prepared and adopted this Citizen Participation Plan.

Objective A

[City of Gallup, NM](#) will provide for and encourage citizen participation within its area of jurisdiction, with emphasis on participation by persons of low and moderate income. Action items:

- 1. Adopt and circulate an Open Meetings Resolution which provides citizens with reasonable notice of county/municipality upcoming meetings, actions and functions.*
- 2. Develop press releases on county/municipality meetings, actions and hearings, and circulate to newspapers, radio and television media.*
- 3. Develop and maintain listing of groups and representative of low- and moderate-income persons, and include on mailing lists of announcements, notices, press releases, etc.*

Objective B

[City of Gallup, NM](#) will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of CDBG funds. Action items:

- 1. Public notices, press releases, etc., should allow for a maximum length of notice to citizens.*
- 2. Appropriate information and records relating to the proposed and actual use of CDBG funds must be available upon request to all citizens. Personnel and income records may be exempted from these requirements.*
- 3. Meetings, hearing, etc., should be conducted at times and locations conducive to public attendance, e.g., evenings, Saturdays.*

Objective C

[City of Gallup, NM](#) will provide technical assistance to groups and representatives of low- and moderate-income persons that request assistance in developing proposals. Note: the level and type of assistance is to be determined by the county/municipality. Action items:

- 1. Low- and moderate-income groups should be advised that technical assistance, particularly in the area of community development, is available from the county/municipality upon request.*
- 2. Document technical assistance provided to such groups and has documentation available for review.*

Objective D

City of Gallup, NM will provide a minimum of two public hearings to obtain citizen participation and respond to proposals and questions at all stages of the Community Development Block Grant Program. Action items:

1. Advise citizens of the CDBG program objectives, range of activities that can be applied for and other pertinent information.
2. Conduct a minimum of two public hearings:
 - a. One public hearing will be held to advise citizens of the program objectives and range of activities that can be applied for, and to obtain the citizen's views on community development and housing needs, to include the needs of low- and moderate-income people. This hearing will take place prior to the selection of the project to be submitted to the state for CDBG funding assistance.
 - b. A second public hearing will be held to review program performances, past use of funds and make available to the public its community development and housing needs, including the needs of low- and moderate-income families, and the activities to be undertaken to meet such needs.
3. Publish public hearing notices in the non-legal section of newspapers or in other local media. Evidence of compliance with these regulations will be provided with each CDBG application, i.e., hearing notice minutes of public meetings, list of needs and activities to be undertaken, etc. Amendments to goals, objectives and applications are also subject to public participation.

Objective E

City of Gallup, NM will provide timely written answers to written complaints and grievances within 15 working days where practical. Action items:

1. Adopt complaint handling procedures or policies to ensure that complaints or grievances are responded to within 15 days, if possible.
2. Allow for appeal of a decision to a neutral authority.
3. File a detailed record of all complaints or grievances and responses in one central location with easy public access.

Objective F

City of Gallup, NM will identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of residents can be reasonably expected to participate. Action items:

1. Identify areas where large majorities of non-English speaking persons reside and make appropriate provisions when issues affecting these areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreters available at the meeting and having briefing material available in the appropriate language.
2. Maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.

Fair Housing Proclamation

WHEREAS, fair and equal housing is a right guaranteed to all Americans; and

WHEREAS, the principle of fair and equal housing is a fundamental human entitlement; and

WHEREAS, all citizens have the right to live where they choose within their financial means; and

WHEREAS, people must not be denied housing because of race, color, religion, sex, national origin, handicap or familial status; and

WHEREAS, we must, as individuals, assure equal access to housing for all in our communities; and

WHEREAS, City of Gallup, NM acknowledges the importance of assuring fair and equal treatment to all citizens;

NOW, THEREFORE I, Jackie McKinney, Mayor, do hereby proclaim - on behalf of the Gallup City Council – 17th of February 2020 as:

“Fair Housing Day”

Dated this _____ day of _____, 2020

(Elected Official and Title)

**CITY OF GALLUP
RESOLUTION NO. R2020-2**

A RESOLUTION AMENDING THE FISCAL YEAR 2020 BUDGET FOR CERTAIN FUNDS, APPROVING THE YEAR TO DATE REPORT OF ACTUALS AND APPLICATION TO THE LOCAL GOVERNMENT DIVISION OF THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION FOR THE APPROVAL THEREOF:

WHEREAS, the Governing Body in and for the City of Gallup, State of New Mexico has amended the budget for Fiscal Year 2020 (July 1, 2019 through June 30, 2020); and

WHEREAS, said budget amendment was developed on the basis of need and through cooperation with all user departments, elected officials and other department supervisors; and

WHEREAS, to perform essential and necessary services for the citizens of the City of Gallup, certain transfers of funds for personnel, operations and capital outlay expenditures are necessary; and

WHEREAS, the DFA YTD report of actual activity has been prepared showing summary data by fund; and

WHEREAS, the official meeting for the review of said documents were duly advertised on January 24, 2020, in compliance with the State Open Meetings act; and

WHEREAS, it is the majority opinion of this Council that the proposed budget adjustment meets the requirements as currently determined for the close of the second quarter of FY 2020.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the City of Gallup, State of New Mexico hereby adopts the budget amendment herein above described and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

RESOLVED: In session this 28th day of January, 2020.

CITY OF GALLUP, NEW MEXICO

ATTEST:

Al Abeita, City Clerk

Jackie McKinney, Mayor

Linda Garcia, City Councilor

Allan Landavazo, City Councilor

Yogash Kumar, City Councilor

Fran Palochak, City Councilor

State of New Mexico
Local Government Budget Management System (LGBMS)

Adjusted Budget (incl. pending adjustments) - Fiscal Year 2019-2020
Gallup (City)

Printed from LGBMS on 2020-01-15 14:35:22

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	2,589,088.00	9,863,477.00	26,879,304.00	1,066,628.00	30,434,255.00	9,964,242.00	2,536,187.92	7,428,054.08
20100 Corrections	534,444.00	0.00	122,200.00	0.00	75,000.00	581,644.00	0.00	581,644.00
20200 Environmental	1,439,725.00	7,310,290.00	1,791,164.00	-80,000.00	9,358,118.00	1,103,061.00	0.00	1,103,061.00
20600 Emergency Medical Services	1.00	0.00	19,043.00	0.00	19,043.00	1.00	0.00	1.00
20900 Fire Protection	518,140.00	0.00	591,503.00	-142,034.00	967,608.00	1.00	0.00	1.00
21100 Law Enforcement Protection	387.00	0.00	67,200.00	685,095.00	752,681.00	1.00	0.00	1.00
21400 Lodgers' Tax	319,111.00	932,634.00	1,500,000.00	-11,000.00	2,030,119.00	710,626.00	0.00	710,626.00
21600 Municipal Street	1,024,138.00	122,099.00	3,246,823.00	1,187,754.00	5,016,517.00	564,297.00	0.00	564,297.00
21800 Intergovernmental Grants	1,506.00	0.00	347,684.00	0.00	249,332.00	99,858.00	0.00	99,858.00
21900 Senior Citizens	201,706.00	0.00	520,148.00	240,430.00	672,173.00	290,111.00	0.00	290,111.00
29900 Other Special Revenue	12,250,433.00	2,934,766.00	7,352,178.00	1,000,001.00	12,215,653.00	11,321,725.00	0.00	11,321,725.00
30100 Bond Proceeds Project	1,663,011.00	0.00	0.00	0.00	1,402,786.00	260,225.00	0.00	260,225.00
30300 State Legislative Appropriation Project	1,127.00	0.00	9,647,103.00	2,698.00	9,650,827.00	101.00	0.00	101.00
30500 Gross Receipts Tax Proceeds Project	891,036.00	2,233,926.00	1,967,000.00	-1,876,000.00	3,145,890.00	70,072.00	0.00	70,072.00
30900 Other Federal Funded Projects	238,254.00	0.00	9,341.00	0.00	44,928.00	202,667.00	0.00	202,667.00
39900 Other Capital Projects	8,609,177.00	6,679,584.00	8,297,025.00	10,656,518.00	31,376,857.00	2,865,447.00	0.00	2,865,447.00
40100 General Obligation Bond Debt Service	695,708.00	0.00	400,000.00	0.00	493,196.00	602,512.00	0.00	602,512.00

40200 GRT Revenue Bond Debt Service	683,261.00	147,348.00	0.00	3,912,490.00	3,912,489.00	830,610.00	0.00	830,610.00
40400 NMFA Loan Debt Service	362,993.00	468,071.00	2,942,500.00	-2,453,146.00	490,754.00	829,664.00	0.00	829,664.00
49900 Other Debt Service	2,493,379.00	0.00	7,916.00	-2,501,295.00	0.00	0.00	0.00	0.00
50100 Water Enterprise	6,141,734.00	3,228,581.00	6,937,000.00	-4,729,584.00	3,404,635.00	8,173,096.00	0.00	8,173,096.00
50200 Solid Waste Enterprise	121,827.00	2,390,471.00	3,600,000.00	-306,000.00	3,248,722.00	2,557,576.00	0.00	2,557,576.00
50300 Wastewater/Sewer Enterprise	987,365.00	1,721,248.00	3,730,000.00	-1,731,252.00	2,915,185.00	1,792,176.00	0.00	1,792,176.00
50400 Airport Enterprise	378,119.00	0.00	324,607.00	82,207.00	435,986.00	348,947.00	0.00	348,947.00
51400 Electric Utility	2,190,317.00	18,047,583.00	23,960,000.00	-4,889,423.00	21,594,925.00	17,713,552.00	0.00	17,713,552.00
52100 Joint Utility	215,720.00	0.00	488,000.00	0.00	488,000.00	215,720.00	0.00	215,720.00
59900 Other Enterprise	1,005,267.00	0.00	382,112.00	11,000.00	797,116.00	601,263.00	0.00	601,263.00
69900 Other Internal Service	316,221.00	1,683,780.00	2,677,988.00	-125,087.00	2,838,861.00	1,714,041.00	0.00	1,714,041.00
79900 Other Trust & Agency	271,592.00	0.00	0.00	0.00	0.00	271,592.00	0.00	271,592.00
Totals	46,144,787.00	57,763,858.00	107,807,839.00	0.00	148,031,656.00	63,684,828.00	2,536,187.92	63,684,828.00

State of New Mexico
Local Government Budget Management System (LGBMS)

Report Recap - Fiscal Year 2019-2020 - Gallup (City) - FY2020 Q2

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Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	2,589,088.00	9,941,645.67	14,258,368.33	596,083.60	12,381,674.89	-599,695.44	14,403,815.27	1,031,806.24	13,372,009.03
20100 Corrections	534,444.00	0.00	45,244.01	0.00	16,241.00	-0.87	563,446.14	0.00	563,446.14
20200 Environmental	1,439,725.00	7,429,148.58	935,345.01	-80,000.00	1,517,363.19	-113,030.82	8,093,824.58	0.00	8,093,824.58
20600 Emergency Medical Services	1.00	0.00	19,043.28	0.00	15,529.39	2,107.32	5,622.21	0.00	5,622.21
20900 Fire Protection	518,140.00	0.00	406,785.23	-141,259.00	143,944.52	33,607.21	673,328.92	0.00	673,328.92
21100 Law Enforcement Protection	387.00	0.00	67,200.00	340,971.98	462,830.44	65,510.45	11,238.99	0.00	11,238.99
21400 Lodgers' Tax	319,111.00	937,533.43	940,305.31	0.00	833,636.64	6,807.72	1,370,120.82	0.00	1,370,120.82
21600 Municipal Street	1,024,138.00	122,740.35	584,309.48	593,877.00	1,309,012.41	6,363.31	1,022,415.73	0.00	1,022,415.73
21800 Intergovernmental Grants	1,506.00	0.00	146,042.50	0.00	38,031.93	13,941.68	123,458.25	0.00	123,458.25
21900 Senior Citizens	201,706.00	0.00	219,867.81	120,214.98	310,108.63	11,326.03	243,006.19	0.00	243,006.19
29900 Other Special Revenue	12,250,433.00	2,956,085.77	2,747,157.18	500,000.98	1,939,482.04	433,766.24	16,947,961.13	0.00	16,947,961.13
30100 Bond Proceeds Project	1,663,011.00	0.00	10,785.64	0.00	911,223.91	449,998.85	1,212,571.58	0.00	1,212,571.58
30300 State Legislative Appropriation Project	1,127.00	0.00	357,925.75	2,698.00	402,697.72	388,048.58	347,101.61	0.00	347,101.61
30500 Gross Receipts Tax Proceeds Project	891,036.00	2,247,260.25	1,089,486.75	-937,999.98	882,098.36	96,664.16	2,504,348.82	0.00	2,504,348.82
30900 Other Federal Funded Projects	238,254.00	0.00	0.00	0.00	0.00	-0.20	238,253.80	0.00	238,253.80
39900 Other Capital Projects	8,609,177.00	6,762,652.95	3,657,641.61	10,656,517.30	6,810,807.63	-8,550.06	22,866,631.17	0.00	22,866,631.17
40100 General Obligation Bond Debt Service	695,708.00	0.00	139,437.67	0.00	257,079.92	-0.82	578,064.93	0.00	578,064.93
40200 GRT Revenue Bond Debt Service	683,261.00	148,543.38	1,195.38	1,956,244.98	278,744.38	-1,196.09	2,509,304.27	0.00	2,509,304.27

40400 NMFA Loan Debt Service	362,993.00	470,529.38	28,770.58	-2,627,581.02	10,595.09	2,940,040.86	1,164,157.71	0.00	1,164,157.71
49900 Other Debt Service	2,493,379.00	0.00	0.00	-2,501,294.30	0.00	106,642.30	98,727.00	0.00	98,727.00
50100 Water Enterprise	6,141,734.00	5,288,818.49	3,996,335.61	-3,421,866.98	1,552,100.20	-1,929,696.28	8,523,224.64	0.00	8,523,224.64
50200 Solid Waste Enterprise	121,827.00	2,424,123.84	1,870,096.25	-153,000.00	1,321,043.30	-13,582.65	2,928,421.14	0.00	2,928,421.14
50300 Wastewater/Sewer Enterprise	987,365.00	1,730,290.23	2,205,284.44	-948,501.00	1,267,428.10	31,192.92	2,738,203.49	0.00	2,738,203.49
50400 Airport Enterprise	378,119.00	0.00	20,861.26	41,103.48	298,526.98	3,781.55	145,338.31	0.00	145,338.31
51400 Electric Utility	2,190,317.00	16,199,138.94	13,059,930.73	-3,871,123.02	9,793,221.51	1,571,637.00	19,356,679.14	0.00	19,356,679.14
52100 Joint Utility	215,720.00	0.00	236,917.18	0.00	261,361.06	868.46	192,144.58	0.00	192,144.58
59900 Other Enterprise	1,005,267.00	0.00	132,124.67	0.00	513,393.19	4,704.55	628,703.03	0.00	628,703.03
69900 Other Internal Service	316,221.00	1,692,625.30	1,380,646.70	-125,087.00	1,476,175.29	-7,001.11	1,781,229.60	0.00	1,781,229.60
79900 Other Trust & Agency	271,592.00	0.00	0.00	0.00	0.00	1,584.81	273,176.81	0.00	273,176.81
Totals	46,144,787.00	58,351,136.56	48,557,108.36	0.00	45,004,351.72	3,495,839.66	111,544,519.86	1,031,806.24	110,512,713.62

#	Fund	Dept	Fund	Revenue	Transfer In	Expense	Transfer Out	Increase or (Decrease)	Purpose
General Fund									
20-048	101	0000			125,087			-125,087	Transfer funds from Fund 603 to 101 for Skate Park CC Mtg 11/12/19 Item 5
20-048	101	1017	IT			13,087		13,087	Transfer funds from Fund 603 to 101 for Skate Park CC Mtg 11/12/19 Item 5 Telephone/Equip
20-045	101	1025	Spec Activities			1,125		1,125	Budget increase to cover property tax payment CC Mtg 11/12/19 Item 11
20-048	101	1054	Facilities Mngmnt			12,000		12,000	Transfer funds from Fund 603 to 101 for Skate Park CC Mtg 11/12/19 Item 5 Contract svcs
20-049	101	2012	Animal Control			2,200		2,200	Budget increase to cover expenses for rest of Fiscal Year 2020 CC Mtg 10/8/19 Item 9
20-048	101	3051	Parks			100,000		100,000	Transfer funds from Fund 603 to 101 for Skate Park CC Mtg 11/12/19 Item 5 Land Improvement
20-059	101	3549	Aquatic			26,992		26,992	Budget increase to replace boiler at Aquatic Center CC Mtg 12/10/19 Item 13
			General Fund Adj	0	125,087	155,404	0	30,317	
Other Funds									
20-058	202	1525	Non-Department			316,944		316,944	25% Match for NM DOT grant for road funds CC Mtg 6/25/19 Item 15
20-052	202	1525	Non-Department			-80,000		-80,000	Transfer to Fund 304 for rebuild of Red Rock Lift Station CC Mtg 12/10/19 Item 12
20-052	202	1525	Non-Department				80,000	80,000	Transfer to Fund 304 for rebuild of Red Rock Lift Station CC Mtg 12/10/19 Item 12
20-072	202	1525	Non-Department			-628,462		-628,462	Close Grandview Tank project after \$863,500 was transferred to W/line proj. CC Mtg 9/24/19 Item 3
20-043	209	0000	Fire Protection	183,460				-183,460	Budget State Fire Marshall's Fire Protection Fund CC Mtg 9/10/19 Item 6
20-043	209	2541	Fire Protection	108,380				108,380	Budget State Fire Marshall's Fire Protection Fund CC Mtg 9/10/19 Item 6
20-070	209	2541	Fire Protection	-18,480				-18,480	Reducing expenditures due to grant funds coming in less
20-054	211	2010	Police	386			2,698	386	Budget carryover of FY2019 LEPP funds
20-027	211	2011	Police			-2,698		-2,698	Transfer from Fund 211 operational acct to Fund 391 to cover mobile data terminals/quote increase LA1985
20-027	211	2011	Police			43,420		43,420	Transfer from Fund 211 operational acct to Fund 391 to cover mobile data terminals/quote increase LA1985
20-047	214	1015	Lodget's Tax					950,833	Budget FY 2020 Best of the Best Rodeo Promotions/Marketing CC Mtg 11/12/19 Item 7
20-058	216	0000	Streets	950,833				-950,833	Budget revenue for NM DOT grant for road funds. CC Mtg 6/25/19 Item 15
20-058	216	1534	Streets			950,833		950,833	Budget expense line for NM DOT grant for road funds. CC Mtg 6/25/19 Item 15
20-056	219	0000	Senior Center	8,932				-8,932	Budget revenue for the rest of the NSIP grant. CC Mtg 9/10/19 Item 7
20-056	219	3640	Senior Center			5,359		5,359	Budget expense line for NSIP grant. CC Mtg 9/10/19 Item 7
20-056	219	3641	Senior Center			3,573		3,573	Budget expense line for NSIP grant. CC Mtg 9/10/19 Item 7
20-042	290	0000	Detox	1,500,000				-1,500,000	Budget revenue for I.H.S grant - Preventing Alcohol Related Deaths (PARD). CC Mtg 10/8/19 Item 3
20-042	290	1030	Detox			1,500,000		1,500,000	Budget expense lines for I.H.S grant - Preventing Alcohol Related Deaths (PARD). CC Mtg 10/8/19 Item 3
20-065	291	0000	CDBG	19,600				-19,600	Increase revenue budget for DFA reporting
20-057	299	0000	Police	58,310				-58,310	Budget revenue for NM DOT grant for ENDW1, BKLUPI/CLOT, & STEP. CC Mtg 12/10/19 Item 16
20-039	299	0000	Police	2,500				-2,500	Budget revenue for Walmart grant. CC Mtg 10/22/19 Item 5
20-039	299	2011	Police			2,500		2,500	Budget expense line for Walmart grant. CC Mtg 10/22/19 Item 5
20-063	304	0000	Wastewater	160,000				-160,000	Increase revenue budget for DFA reporting
20-068	304	0000	Wastewater		7,916			-7,916	Budget NMED Loan
20-052	304	0000	Wastewater		87,000			-87,000	Adjustment to increase project CI2011 - Replace pumps at Red Rock lift station. CC Mtg 12/10/19 Item 12
20-052	304	6062	Wastewater			87,000		87,000	Adjustment to increase project CI2011 - Replace pumps at Red Rock lift station. CC Mtg 12/10/19 Item 12
20-034	306	0000	Water	40,660				-40,660	NGWSP Reach 27.9 Adame Construction change order no. 1. CC Mtg 10/22/19 Item 2
20-046	306	0000	Water	350,000				-350,000	Budget increase to cover PO for Reach 27.11 for NGWSP
20-046	306	6063	Water			350,000		350,000	Budget increase to cover PO for Reach 27.11 for NGWSP
20-034	306	6063	Water			40,660		40,660	NGWSP Reach 27.9 Adame Construction change order no. 1. CC Mtg 10/22/19 Item 2
20-055	307	0000	GJU Electric		748,000			-748,000	Adjustment to open new projects in Electric capital fund 307. CC Mtg 12/10/19 Item 8
20-055	307	6061	GJU Electric			748,000		748,000	Adjustment to open new projects in Electric capital fund 307. CC Mtg 12/10/19 Item 8
20-053	307	6061	GJU Electric	1,410,439				-1,410,439	Adjustment to close out Capital Projects in Electric Fund 307 and transfer to Fund 507. CC Mtg 12/10/19 Item 8
20-053	307	6061	GJU Electric			-1,410,439		1,410,439	Adjustment to close out Capital Projects in Electric Fund 307 and transfer to Fund 507. CC Mtg 12/10/19 Item 8
20-050	311	1027	Capital Projects				150,000	150,000	Transfer from Proj C11834 Fund 311 to Proj C11732 Fund 312. Both are Ford/Aztec pavement projects
20-050	311	1027	Capital Projects			-150,000		-150,000	Transfer from Proj C11834 Fund 311 to Proj C11732 Fund 312. Both are Ford/Aztec pavement projects
20-050	312	0000	Capital Projects		150,000			-150,000	Transfer from Proj C11834 Fund 311 to Proj C11732 Fund 312. Both are Ford/Aztec pavement projects
20-050	312	1027	Capital Projects			150,000		150,000	Transfer from Proj C11834 Fund 311 to Proj C11732 Fund 312. Both are Ford/Aztec pavement projects

#	Fund	Dept	Fund	Revenue	Transfer In	Expense	Transfer Out	Increase or (Decrease)	Purpose
20-067	391	0000	Firc	250				-250	Increase revenue budget for DFA reporting
20-031	391	0000	Legislative Appropriation	30,000				-30,000	Budget revenue for Legislative Appropriation for an express bus. CC Mtg 10/8/19 Item 7
20-026	391	0000	Legislative Appropriation	150,000				-150,000	New Legislative Grant #19-D2567 - Police mobile data terminal replacement for patrol units.
20-028	391	0000	Legislative Appropriation	350,000				-350,000	Capital Appropriation Funding #19-D2567 for Indian Hills Park Lighting. CC Mtg 8/27/19 Item 11
20-029	391	0000	Legislative Appropriation	100,000				-100,000	Capital Appropriation Funding for City Hall HVAC replacement. CC Mtg 8/27/19 Item 11
20-030	391	0000	Legislative Appropriation	400,000				-400,000	Capital Appropriation Funding #19-D2567 for LBM stucco and roof replacement. CC Mtg 8/27/19 Item 11
20-040	391	0000	Legislative Appropriation	50,000				-50,000	Revenue for Legislative Appropriation grant to purchase a van for Boys and Girls Club. CC Mtg 10/8/19 Item 8
20-041	391	0000	Legislative Appropriation	100,000				-100,000	Budget revenue for Legislative Appropriation grant for BNSF park development. CC Mtg 10/8/19 Item 7
20-027	391	0000	Legislative Appropriation		2,698			-2,698	Transfer from Fund 211 operational acct to Fund 391 to cover mobile data terminals/quote increase LA1985
20-030	391	1027	Legislative Appropriation			400,000		400,000	Capital Appropriation Funding #19-D2567 for LBM stucco and roof replacement. CC Mtg 8/27/19 Item 11
20-032	391	1027	Legislative Appropriation			500,000		500,000	Budget for Legislative Appropriation for improvements to the Na'Nihzhoozhi Center. CC Mtg 8/27/19 Item 9
20-073	391	1027	Legislative Appropriation			-900,000		-900,000	The estimated and actual budget amounts were entered on both accounts will be reversing the estimated budgets.
20-044	391	1027	Legislative Appropriation			400,000		400,000	Budget expense lines for State Legislative Appropriation grant for the Animal Shelter. CC Mtg 8/27/19 Item 10
20-026	391	1027	Legislative Appropriation			150,000		150,000	New Legislative Grant #19-D2567 - Police mobile data terminal replacement for patrol units.
20-027	391	1027	Legislative Appropriation			2,698		2,698	Transfer from Fund 211 operational acct to Fund 391 to cover mobile data terminals/quote increase LA1985
20-029	391	1027	Legislative Appropriation			100,000		100,000	Capital Appropriation Funding #19-D2567 for City Hall HVAC replacement. CC Mtg 8/27/19 Item 11
20-041	391	1027	Legislative Appropriation			100,000		100,000	Budget expense for Legislative Appropriation grant for BNSF park development. CC Mtg 10/8/19 Item 7
20-031	391	1027	Legislative Appropriation			30,000		30,000	Budget expense for Legislative Appropriation for an express bus. CC Mtg 10/8/19 Item 7
20-040	391	1027	Legislative Appropriation			50,000		50,000	Expense for Legislative Appropriation grant to purchase a van for Boys and Girls Club. CC Mtg 10/8/19 Item 8
20-028	391	1027	Legislative Appropriation			350,000		350,000	Capital Appropriation Funding #19-D2567 for Indian Hills Park Lighting. CC Mtg 8/27/19 Item 11
20-076	488	0000	NMED Loan	7,916				-7,916	Establish budget for DFA recording requirement.
20-068	488	6062	NMED Loan				7,916	7,916	Budget NMED Loan.
20-069	491	1026	NMFA Loan			1,400		1,400	Budget Admin Fees for NMFA Loan - Gallup Fire 4.
20-053	507	0000	GJU Electric		1,410,439			-1,410,439	Adjustment to close out Capital Projects in Electric Fund 307 and transfer to Fund 507. CC Mtg 12/10/19 Item 8
20-051	507	6061	GJU Electric			290,000		290,000	Adjustment for Cost of Service Rate Study. CC Mtg 12/10/19 Item 8
20-055	507	6061	GJU Electric				748,000	748,000	Adjustment to open new projects in Electric capital fund 307. CC Mtg 12/10/19 Item 8
20-052	508	6062	Wastewater				7,000	7,000	Adjustment to increase project C12011 - Replace pumps at Red Rock lift station. CC Mtg 12/10/19 Item 12
20-048	603	1016	Risk Management				125,087	125,087	Transfer funds from Fund 603 to 101 for Skate Park CC Mtg 11/12/19 Item 5
				4,462,461	2,406,053	3,491,074	2,531,140	-846,300	

4,462,461 2,531,140 3,646,478 2,531,140 -815,983

Purchase Order #: 091334

P.O. Date: 8/15/2019
 Change Number:
 Change Date:
 Type: P PURCHASE ORDER
 Status: 5 PARTIALLY RCVD AND INVCED
 Vendor number: 4260
 Vendor name: NEW MEXICO MUNICIPAL LEAGUE

Shipping Information

Ship to: CM CITY MANAGER
 Ship via:
 Deliver By: 6/30/2020
 F.O.B.:
 Freight:
 Contract number:
 Confirm By:

Payment Terms

Days disc due:
 Days net:
 Payment discount:
 Order discount:

Purchase Order Activity

Ordered: 44000.00
 Invoiced: 22975.00
 Liquidated: 22975.00
 Balance: 21025.00
 Last Received: 8/15/2019
 Last Invoiced: 9/09/2019

Accounting Information

Invoice To: AP ACCOUNTS PAYABLE
 Freight amount:
 Adjustment amount:
 Sales tax:
 Sales tax 2:
 Additional tax:
 Retainage:

Misc Information

Requisition nbr: 0000041888
 Requisition date: 8/13/2019
 Requisition by: TASHA WEBSTER
 Account number: 10110254114714
 Buyer: FR FRANCES RODRIGUEZ
 User ID: MARYAZ2
 Date posted: 8/15/2019



P.O. Box 846 • Santa Fe, New Mexico 87504-0846
 Phone (505) 982-5573 • 1-800-432-2036
 FAX No. 1-505-984-1392
 www.nmml.org

Invoice

Attn: Manager or Clerk
 City of Gallup
 PO Box 1270
 Gallup, NM 87305-1270

DATE	INVOICE #
7/1/2019	2145B

DESCRIPTION	AMOUNT
One-half of 2019 - 2020 Dues & Subscriptions for Membership in the New Mexico Municipal League for the period 7/1/19 - 6/30/20 Invoice 2 of 2	22,975.00
Total	\$22,975.00

RESOLUTION NO. R2020-1

ANNUAL DETERMINATION OF NOTICE UNDER THE OPEN MEETINGS ACT

WHEREAS, the Gallup City Council met in regular session at the Council Chambers of Gallup City Hall, 110 West Aztec Avenue; Gallup, New Mexico, on Tuesday, January 14, 2020, at 6:00 p.m., as required by law; and

WHEREAS, Section 10-5-1B of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1D of the Open Meetings Act requires the Gallup City Council to determine annually what constitutes reasonable notice of its public meetings.

NOW THEREFORE, BE IT RESOLVED by the governing body of the City of Gallup, New Mexico, that:

1) All meetings shall be held at the Council Chambers of Gallup City Hall, 110 West Aztec Avenue; Gallup, New Mexico or as indicated in the meeting notice.

2) Unless otherwise specified, regular meetings shall be held on the second (2nd) and fourth (4th) Tuesdays of each month at 6:00 p.m. The agenda will be available at least seventy-two (72) hours prior to the meeting from the City Clerk, whose office is located at Gallup City Hall, 110 West Aztec Avenue; Gallup, New Mexico. The agenda will be posted on the bulletin board at the entrance to Gallup City Hall and the bulletin board at the Office of the City Clerk. The agenda will also be posted on the City of Gallup's website at www.GallupNM.gov.

3) Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted on the City of Gallup's website at www.GallupNM.gov.

4) Special meetings may be called by the Mayor or two (2) members of the governing body upon three (3) days notice, pursuant to Section 1-6-6D of the Gallup City Code. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda will be available to the public at least seventy-two (72) hours before the meeting and posted on the City of Gallup's website at www.GallupNM.gov.

5) Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Gallup City Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or by two (2) members of the governing body upon twenty-four (24) hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the Gallup City Council will notify the New Mexico Attorney General's Office.

6) For the purposes of regular meetings described in paragraph 3 of this Resolution, notice requirements are met by posting of the notice of the date, time, place, and the agenda on the bulletin board at the entrance to Gallup City Hall, on the bulletin board at the Office of the City Clerk and on the City of Gallup's website at www.GallupNM.gov. Copies of the written notice shall be electronically mailed to those broadcast stations licensed by the Federal Communications Commission (FCC) and newspapers of general circulation that made a written request for notice of public meetings.

7) For the purposes of special meetings and emergency meetings described in paragraphs 4 and 5 of this Resolution, notice requirements shall be met by posting notice of the date, time, place and the agenda on the bulletin board at the entrance to Gallup City Hall, on the bulletin board at the Office of the City Clerk and on the City of Gallup's website at www.GallupNM.gov. The City Clerk shall also provide notice by telephone or E-mail to those broadcast stations licensed by the FCC and newspapers of general circulation that have made a written request for notice of public meetings.

8) In addition to the information specified above, all notices shall include the following language:

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

9) The Gallup City Council may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meetings requirement under Section 10-15-1H of the Open Meetings Act.

a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the City Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

b) If a closed meeting is conducted when the City Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

c) Following the completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

d) Except as provided in Section 10-15-1H of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the City Council in an open public meeting.

10) Nothing in this Resolution shall alter any legal requirement for greater or different notice of any specific public hearing.

PASSED, ADOPTED AND APPROVED this 28th day of January, 2020.

CITY OF GALLUP, NEW MEXICO

By: _____
Jackie McKinney, Mayor

ATTEST:

Alfred Abeita II, City Clerk



Betty Martin <bmartin@gallupnm.gov>

Congratulations! Library Census Equity Fund

7 messages

Gavin Baker <gbaker@alawash.org>
To: Gavin Baker <gbaker@alawash.org>
Cc: Sara Kamal <tkamal@alawash.org>

Wed, Dec 18, 2019 at 2:57 PM

Hello,

Congratulations! The Library Census Equity Fund selection committee has selected your library's application for a \$2,000 mini-grant to support the activities described in your proposal.

Announcement

Tomorrow, the American Library Association will announce the libraries selected. Please **do not** share this information publicly prior to ALA's announcement.

We will send you a link to the announcement tomorrow. *After* ALA's announcement has been made, you are encouraged to publicize that you were selected for the grant. We will share draft materials that you can use in your own publicity.

Documents

So we can process payment, please send these documents to alawash@alawash.org:

- A completed IRS Form W-9 for your library
 - *Tip:* For Line 3, most grantees will check "Other" and write in the appropriate description, e.g. "municipality," "501(c)(3) nonprofit organization," etc., as the case may be. Check with your tax or legal advisor.

- A completed ACH form (attached) if you want the funds sent electronically

Again, send those documents to alawash@alawash.org (you don't need to copy me on that email!).

Allow a few weeks for processing after you have sent the documents. I would expect grantees to receive the funds by late January if the documents are provided promptly.

Conditions

As a reminder, you agreed to the conditions below when submitting your application:

- Undertake the described activities or other eligible activities, beginning no later than April 1, 2020, and activities will be completed no later than April 30, 2020.
- NOT use any of the funds for lobbying activities (as described in 26 U.S.C. § 501), to intervene in any election, to support or oppose any political party or candidate for public office, or to carry on a voter registration drive.
- Offer the supported activities free of cost to the user/audience.
- Submit a short report of activity no later than May 15, 2020. (We will provide details about this in the new year.)
- Permit the American Library Association to share information from the application or report of activity, including in publicity.
- Promptly notify Gavin Baker at gbaker@alawash.org if the library becomes unable to complete the described activities or other eligible activities.

We will follow up with additional information. Congratulations again!

Gavin Baker, MSLIS

Deputy Director, Public Policy & Government Relations

American Library Association

gbaker@alawash.org

(202) 628-8410

 **ACH ENROLLMENT FORM.pdf**
265K

Betty Martin <bmartin@gallupnm.gov>
To: Tammie Moe <tmoe@gallupnm.gov>, Karen Fischer <kfischer@gallupnm.gov>

Wed, Dec 18, 2019 at 6:22 PM

[Quoted text hidden]

 **ACH ENROLLMENT FORM.pdf**
265K

Tammi Moe <tmoe@gallupnm.gov>
To: Betty Martin <bmartin@gallupnm.gov>
Cc: Karen Fischer <kfischer@gallupnm.gov>

Wed, Dec 18, 2019 at 6:24 PM

Congratulations! :D

T

Tammi Moe, Director
Octavia Fellin Public Library
Gallup, NM 87301

The Octavia Fellin Public Library in Gallup, New Mexico is the quintessential American melting pot with an inherently diverse representation of cultures, ethnicities, religions, backgrounds and viewpoints. Gallup was built as a railroad town during Westward Expansion and is surrounded by indigenous reservations created during the colonization of the Southwest during the nineteenth century. Our neighbors include the largest indigenous American tribe, the Navajo, as well as the Zuni and Hopi people. According to the most recent *Annual Estimates of the Resident Population*, our community is 77% Native American.

Our library realizes the importance of a complete population count in the decennial census. The significance of this grant to reach hard-to-survey areas will be particularly beneficial to our surrounding community. According to the *Census Hard to Count Map* in 2010, only 54.7% of the tract's households mailed back their 2010 census questionnaires. This required costly and difficult in-person follow-up to count the remaining 45.3% which often veer into surrounding rural tribal land. Our library is located in McKinley County and is a prime candidate to receive additional funding for crucial programming needs. Our strategy is to expand our technology by purchasing additional tablets, laptops and hotspots that will be dedicated to helping people complete the questionnaire in our library. Our Library Technology Trainer will attend community events with these devices as part of the many outreach activities that our library participates in. Trips to Tribal Chapter Houses will also contribute to more complete census count by providing a method for easy access to the questionnaire.

<https://www.censushardtcountmaps2020.us/#>

U.S. Census Bureau, Population Division *Annual Estimates of the Resident Population by Sex, Race Alone or in Combination, and Hispanic Origin for the United States, States, and Counties: April 1, 2010 to July 1, 2018*. Release Date: June 2019

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
City of Gallup

2 Business name/disregarded entity name, if different from above
Octavia Fellin Public Library

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **Local Government (Municipality)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) **3**
Exemption from FATCA reporting code (if any) **C**
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
110 West Aztec Avenue

6 City, state, and ZIP code
Gallup, NM 87301

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
8	5	-	6	0	0	0	1	3	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	<i>Charlotte Beent</i>	Date ▶	12/26/19
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ALA American Library Association

ACH ENROLLMENT FORM
Census Grant (0811)

Please accurately complete ALL fields below. Incomplete or Incorrect information may greatly delay payment processing.

Return complete form to: American Library Association Accounts Payable/ACH 50 E. Huron Chicago, IL 60611
Fax complete form to: (312) 280-5272 Attention: Accounts Payable/ACH

GENERAL INFORMATION

VENDOR NAME:	City of Gallup c/o Octavia Fellin Public Library
ADDRESS:	110 West Aztec Avenue
CITY, STATE, ZIP CODE:	Gallup NM 87301
EMAIL ADDRESS (Required to receive remittance information):	bmartin@gallupnm.gov

New Account Setup

Change Account Profile

FINANCIAL INSTITUTION INFORMATION

BANK NAME:	Wells Fargo Bank NA
ADDRESS:	200 Lomas Blvd NW
CITY, STATE, ZIP CODE:	Albuquerque NM 87102

Automated Clearing House (ACH) Information

ABA BANK ROUTING NUMBER :	107002192
Account Number:	1701300660
<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings
<input type="checkbox"/> Other	Please describe:

Certification

I hereby authorize the AMERICAN LIBRARY ASSOCIATION and the financial institution shown on this form to initiate credit entries directly into my account. This authority will remain in effect until I file a new ACH payment authorization form.

SIGNATURE:	Charlotte Beckett
DATE:	12/26/19

Please include a voided check/deposit slip



May 3, 2018

To Whom It May Concern:

This letter is to confirm that the account and routing number listed below is accurate for the City of Gallup, NM.

Routing number: 107002192

Account number: 1701300660

Account type: Checking

Sincerely,

A handwritten signature in cursive script that reads "Elena Garcia".

Elena Garcia

Vice President

Government & Institutional Banking

200 Lomas Blvd, NW

Albuquerque, NM 87102

505-766-7210

NEW MEXICO



STATE LIBRARY

November 12, 2019

Library Director,

Enclosed is a fully executed FY20 state grants-in-aid agreement for your records.

This state grants-in-aid allocation helps to supplement the delivery of local library services (see the 4.5.2 NMAC). As these are state funds, all state grants-in-aid money must be spent in its *entirety (down to the last penny)* by **June 30, 2020**. If at any time, there are issues or questions regarding this or what is allowable, etc. please contact me via email or phone. I am happy to discuss and help work through such issues to ensure the allocation is spent timely and appropriately.

This copy of the grant agreement is being sent only to you, the Library Director. PLEASE provide any interested persons with a copy and any other pertinent information regarding the library's FY20 state grants-in-aid allocation.

Thank you.

Sincerely,

State Data Coordinator
New Mexico State Library
Library Development Bureau
Carmelita.Aragon@state.nm.us / 505-476-9740 / 1-800-340-3890

State Grants-in-Aid to Public Libraries Agreement
For FY2020

This Agreement is entered into on the date of last signature, below, by and between the **New Mexico State Library**, hereinafter called **NMSL**, and **Octavia Fellin Public Library**, located in **Gallup, NM**, hereinafter called the Recipient.

WHEREAS, the State Librarian, the division director of NMSL, is required to administer grants-in-aid and encourage local library service and generally promote an effective statewide library system under NMSA 1978, Section 18-2-4;

WHEREAS, Section 18-2-4 also requires the State Librarian to make rules and regulations necessary to administer NMSL and the State Librarian adopted such rules for distributing state grants-in-aid to public libraries, codified as 4.5.2 NMAC; and

WHEREAS, NMSL has determined that Recipient qualifies for a state grant-in-aid under 4.5.2 NMAC.

THEREFORE, the Parties agree to the following terms and conditions:

I. NMSL agrees to pay the Recipient a grant in an amount not to exceed **Fourteen Thousand One Hundred Five Dollars and Seventy Eight Cents (\$14,105.78)** to support Recipient's library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of *library services* as defined in Section 4.5.2.7(B) NMAC.

II. The Recipient agrees to:

1. Use the grant only for library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of *library services*, as those services are defined in 4.5.2.7(B) NMAC;
12. Continue to comply with 4.5.2 NMAC and other statutes and rules applicable to developing libraries or public libraries;
13. Engage in good communication and the exchange of information with NMSL regarding library activities and the grant's use;
14. Expend the grant according to the rules outlined in 4.5.2 NMAC, attached hereto as Attachment A;
15. No later than August 10, 2020, provide NMSL with a report on how the grant was spent as part of the Recipient's annual report for the fiscal year; and
16. Sign and return this Agreement to NMSL within 60 days from receipt of the Agreement, which shall be calculated from the date of postmark or electronic postmark. **If Recipient does not submit this Agreement within the required time period, Recipient forfeits the grant award.**

III. The Laws of New Mexico shall govern this Agreement.

IV. If the parties dispute the terms of this Agreement, the Recipient and NMSL hereby agree to and consent to New Mexico state court jurisdiction to decide the dispute.

V. Termination for Lack of Appropriations. The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by NMSL to the Recipient. NMSL's decision as to whether sufficient appropriations are available shall be accepted by the Recipient and shall be final.

The Recipient by its signature certifies that the Recipient will use the grant money only for the uses specified in this Agreement and will comply with all other applicable requirements of this Agreement.

Signed: Patty Holland Date: 11/12/19

By (print name and title): Patty Holland, CFO Authorized Agent of Recipient

Signed: [Signature] Date: 11/14/19

By: Eli Guinnee, New Mexico State Librarian

1. Use the grant only for library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of library services, as those services are defined in 4.5.2.7(B) NMAC;
12. Comply with 4.5.2 NMAC and other statutes and rules applicable to developing libraries in rural libraries;
13. Engage in good communication and the exchange of information with NMSL regarding program activities and the grant's use;
14. Expend the grant according to the rules outlined in 4.5.2 NMAC, attached hereto as Attachment A;
15. No later than August 10, 2020, provide NMSL with a report on how the grant was spent as part of the Recipient's annual report for the fiscal year; and
16. Sign and return this Agreement to NMSL within 60 days from receipt of the Agreement, which shall be calculated from the date of postmark or electronic postmark. If Recipient does not submit this Agreement within the required time period, Recipient forfeits the grant award.
18. The Laws of New Mexico shall govern this Agreement.