

## AGENDA

### GALLUP CITY COUNCIL REGULAR MEETING TUESDAY, FEBRUARY 25, 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. **Discussion/Action Topics**

##### 1. **Regional Animal Shelter Programmatic Study Presentation**

**Summary:** Attached for the City Council's review and approval is the programmatic feasibility study for a new Regional Animal Shelter. The proposed project will replace the existing Animal Shelter one day.

**Fiscal Impact:** None at this time.

**Recommendation:** None. City Council needs to select a proposed site; so, Staff can proceed with planning for property acquisition.

Fiscal Impact:            See Comments Above.

Recommendation:       See Comments Above.

Speaker's Name         Stanley Henderson - Public Works Director

Documents:

**2. Burke Ave Traffic Calming Study**

**Summary:** Interest has been expressed by the Mayor on behalf of the local neighborhood for a traffic calming study of Burke Drive from Utah Circle to Aztec Avenue. To that end, a proposal has been solicited from Civil Transformations of Albuquerque, NM (CTA).

**Fiscal Impact:** Proposed study is an unprogrammed budget, and it is not part of the 2019-2020 Community Improvement Plan. CTA has submitted a proposal for \$12,600 + \$992.25 (7.875% ABQ NMGRT) = \$13,592.25; say \$13,600. (See Attachment (A).) Funding has been identified in the General Fund balance.

**Recommendation:**

- Create a project line item within the City's 19-2020 budget.
- Approve the transfer of \$13,600 from the General Fund balance into the project line item.
- Approve the expenditure of \$13,600 for the project as identified above.

Fiscal Impact: See Comments Above.

Recommendation: See Comments Above.

Speaker's Name Stanley Henderson - Public Works Director

Documents:

**3. Ordinance No. C2020-2; An Ordinance Amending The Membership Requirements Of The Indigenous Peoples Commission**

The current Indigenous Peoples Commission Ordinance provides for a board consisting of 5 voting members with 3 residents from the county and 2 residents from the city. The new ordinance would make the residency requirements less restrictive by requiring the commission members to be "residents of New Mexico within Gallup and McKinley County."

Fiscal Impact: None.

Recommendation: Approve Ordinance No. C2020-2.

Speaker's Name Al Abeita, City Clerk

Documents:

**4. Request For Retroactive Approval Of Emergency Procurement - Rt 66/Ford Waterline Repair**

During the evening of January 24th, a 6-inch waterline running along NM118 (Rt 66) from the intersection of NM118 and Ford some 400-feet to the west experienced a series of breaks, rendering this section of the line irreparable and requiring a replacement of this section.

Council had approved a line replacement project for this line for this fiscal year in Project JU1844 (Item 306-6063-444.48-99) in the amount of \$432,000. A design was completed and bid package was in the process of being assembled for a

larger section of line when this failure occurred.

After assessing the situation on January 24th, the Water and Sanitation Department (WSD) requested permission to move forward with an emergency procurement to replace up to 400-feet of this line. Murphy Builders, of Gallup, NM, was the only contractor that was responsive to numerous phone calls made to contractors in the area for this work.

The WSD tasked DePauli Engineering Services, who is the engineer of record for the NM118 Waterline Replacement Project, to develop a scope of work and bid sheet for Murphy Builders to use in compiling a cost proposal for this job in the amount of \$186,961.91 (Attachment 1).

Materials were supplied by the WSD for the work, and Murphy Builders provided the equipment and labor for the replacement of this portion of the work. The justification for emergency procurement is under review and will be provided to Council prior to the February 11 meeting.

Remaining Project JU1844 funds will be used to bid out the remaining portion of the project this spring.

Staff requests retroactive approval of \$186,961.91 from Project JU1844 for this work.

Recommendation:

Staff recommends retroactive approval to use \$186,961.91 to pay for costs associated with this emergent work.

Fiscal Impact:	Expenditure of \$186,961.91 from Project JU1844 (Item 306-6063-444.48-99) for this emergency work.
Recommendation:	Please see above.
Speaker's Name	Dennis Romero

Documents:

[ATTACHMENT 2 - NM118 PROJECT MAP.PDF](#)

**5. Approval Of Part 4 Of 5 Lodgers Tax Grants FY20**

The Lodgers Tax Committee met on January 20, 2020 to discuss applications for the fourth (out of five) deadline for grants in FY20.

The Lodgers Tax Committee recommends approval of funding as follows:

- Lion's Club Multi-District Convention \$4,000
- Lion's Club Annual Open Rodeo \$25,000
- Manuelito Children's Home Memorial Day 5K \$5,000

The lodgers tax committee recommends approval in the amount of \$34,000 of the remaining un-allocated grant funds. This will leave 15,629.02 for remaining FY20 events. The final deadline for FY20 events is March 6, 2020. Additional funding may become available as funds not used by events in the first two quarters of the fiscal year will be returned to the fund.

Fiscal Impact:	\$34,000 of budgeted funding for grants to sub-recipients
Recommendation:	Approval of award for \$34,000 in Lodgers Tax Grant Funding

Speaker's Name Jennifer Lazarz

Documents:

[MANUELITO 5K APPLICATION\\_20200103.PDF](#)  
[LIONS ANNUAL MEETING\\_20200106.PDF](#)  
[LIONS RODEO APPLICATION 2020.PDF](#)  
[LT MEETING MINUTES JANUARY 20 2020.PDF](#)  
[FY20 PART 4 OF 5 GRANT REQUESTS CHART.PDF](#)

## D. Presentation And Information Items

### 1. City Of Gallup Behavioral Health Quarterly Reports

A quarterly update on the City of Gallup Behavioral Health Programs.

Fiscal Impact: None

Recommendation: Presentation only

Speaker's Name Debra L. Martinez and Sindy Bolanos-Sacoman

Documents:

[NCI ADMISSIONS DATA 2016-2019.PDF](#)

### 2. Strategic Plan Update

Each year the City of Gallup develops a strategic plan to help guide staff and track deliverables for the community. Jon DeYoung, Assistant City Manager, will provide an update of the plan.

Fiscal Impact: None

Recommendation: None

Speaker's Name Jon DeYoung

Documents:

[STRATEGIC PLAN TRACKING SHEET FY20.PDF](#)

### 3. Report On Housing Needs And New Initiatives

Richard Kontz, Executive Director of the Gallup Housing Authority (GHA), will present a report on housing needs from GHA's perspective and new initiatives being pursued by GHA regarding homeownership and other non-federal initiatives.

Fiscal Impact: None - presentation item.

Recommendation: None - presentation item.

Speaker's Name Richard Kontz

Documents:

[INCOME RANGE ILLUSTRATION.PDF](#)  
[AFFORDABLE HOUSING NEEDS.PDF](#)

GHA HOMEOWNERSHIP OPTIONS.PDF  
AERIAL GHA PROPERTIES.PDF  
2019 INCOME LIMITS.PDF  
1ST AFFORDABLE HOUSING GAP.PDF  
MINIMUM MORTGAGE REQUIREMENTS.PDF

**E. Comments By Public On Non-Agenda Items**

The public is invited to comment on matters not appearing on the published meeting agenda.

**F. Comments By Mayor And City Councilors**

**G. Comments By City Manager And City Attorney**

**H. 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.

# CITY OF GALLUP REGIONAL ANIMAL SHELTER



City Council Presentation  
February 25, 2020



HUITT-ZOLLARS  
ADVANCEDDESIGN<sup>SM</sup>

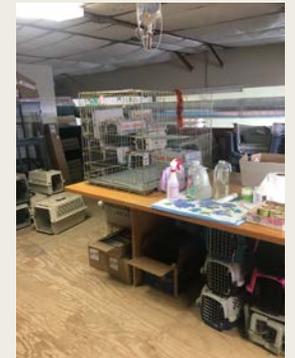
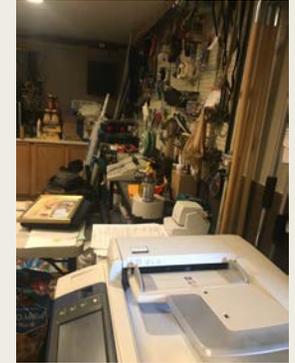
# BACKGROUND

In 2019 the City of Gallup commissioned Hutt-Zollars to conduct site assessments on two sites and produce a programming and conceptual design report for the future City of Gallup Regional Animal Shelter.

The current shelter is located on Balok St. off of Highway 491. It shares the facility in conjunction with the Gallup-McKinley County Humane Society and is directly north of the local animal medical center.

Our team met several times with the Animal Shelter and City staff which provided valuable information on their operations and space needs.

Currently, the existing facility is antiquated and not adequately sized for the current volume of intake animals. There is no separation between 'sick' and 'well' animals, the current HVAC system is inadequate for the basis of design for animal shelter HVAC requirements and a critical item pointed out by staff, there is a severe lack of storage space in the existing facility.



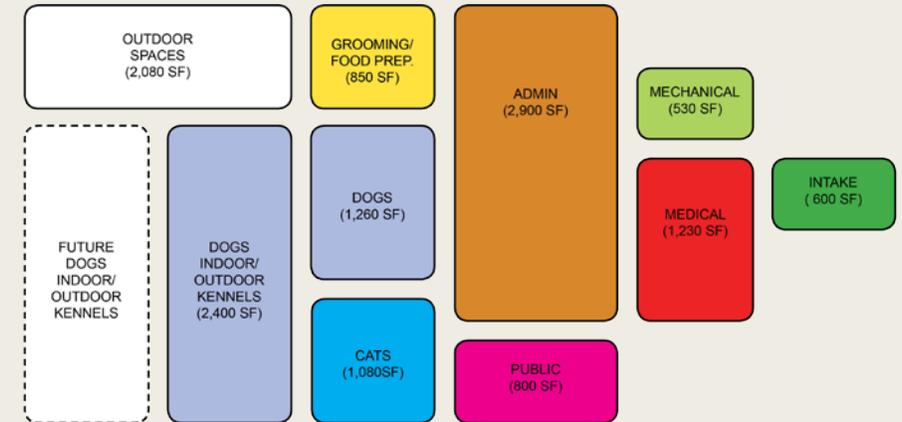
PROGRAMMING



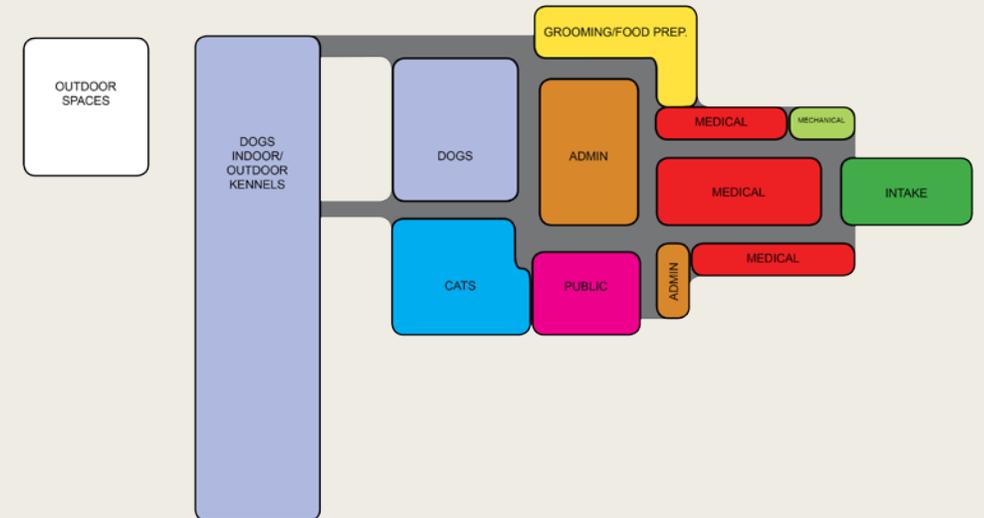
# Program Components

GROUPS	ASSIGNED AREA
Public/Lobby	800
Administration	2,900
Animal Shelter (Cats & Dogs)	4,660
Medical	1,230
Intake	600
Service/Utility	530
<b>TOTAL Net SF</b>	<b>10,720</b>

## Initial Program Grouping



## Refined Program Grouping



# Spatial Organization

INDOOR & OUTDOOR KENNELS

DOGS

CATS

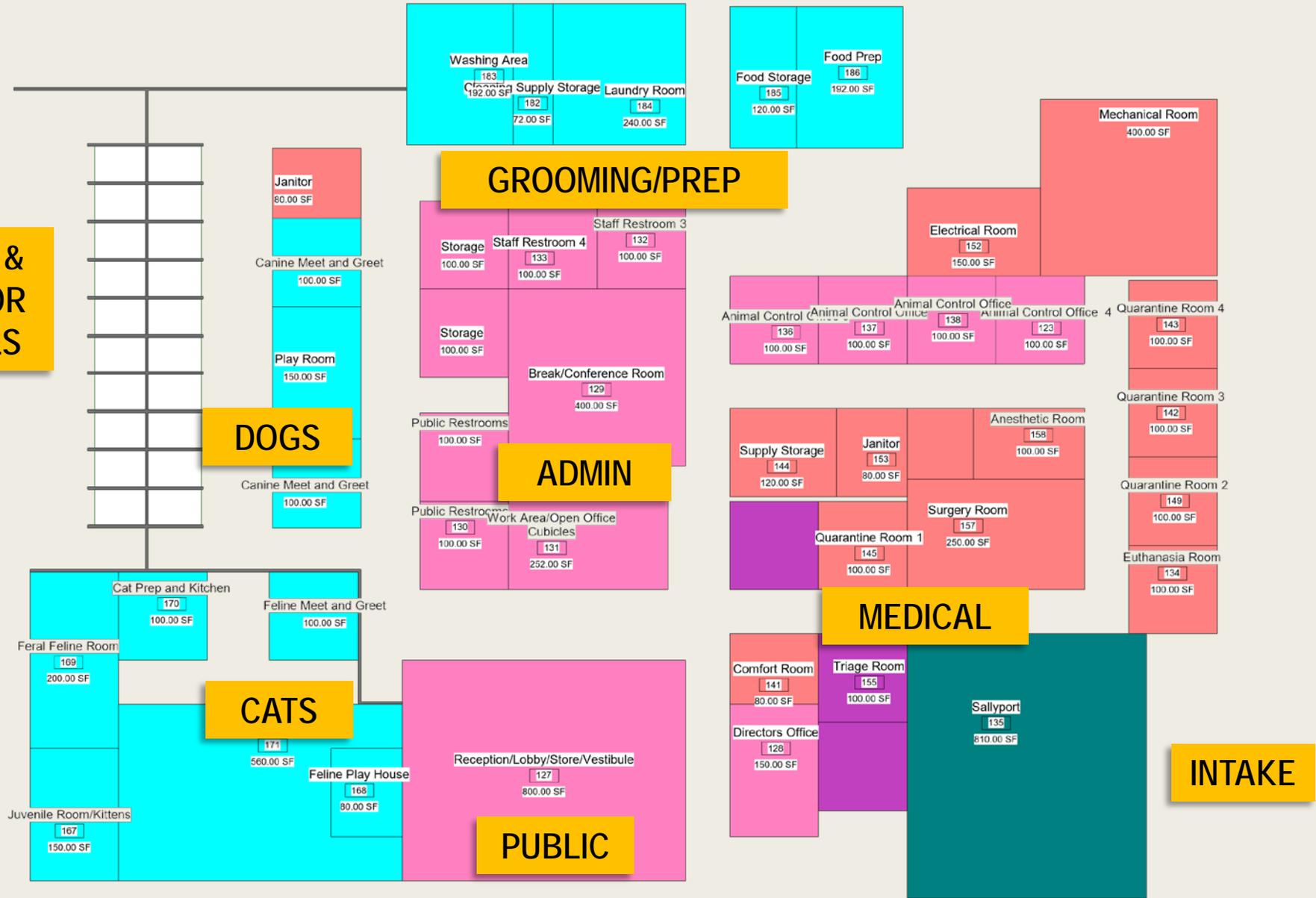
GROOMING/PREP

ADMIN

PUBLIC

MEDICAL

INTAKE





# Program Development

## Dogs

### HOLD/ISOLATION/QUARANTINE/ADOPTION – DOUBLE COMPARTMENT KENNELS

These can be indoor/outdoor or indoor/indoor kennels with a pass-through front to back or double stacked cages with a pass-through side to side

- The preference is for indoor/outdoor kennels when possible, however there may be a preference for small dog kennels to be indoor/indoor

### General kennel size:

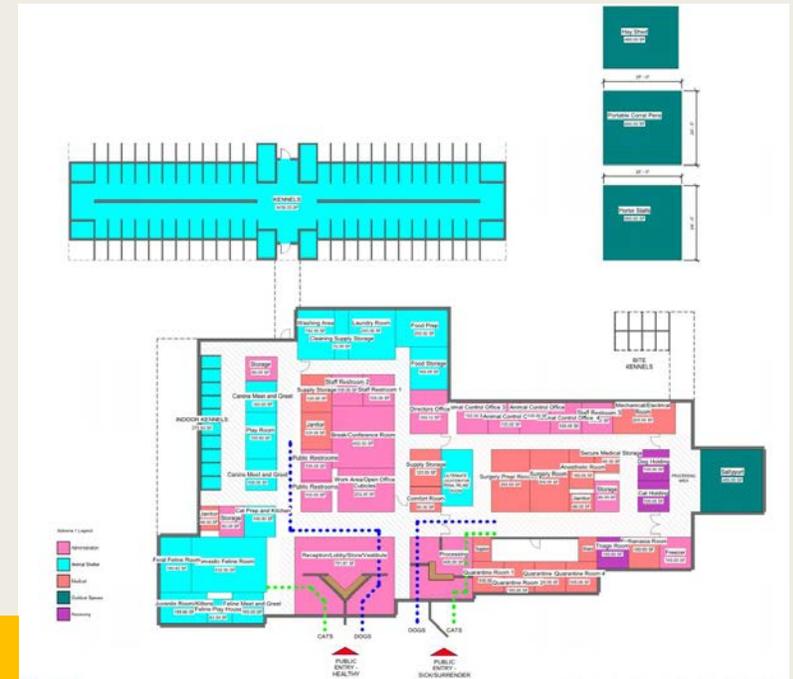
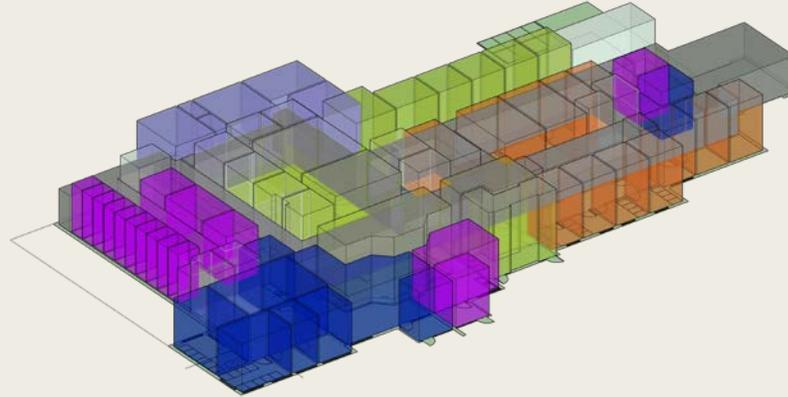
- 4' wide by 10-12 feet long divided by a guillotine door pass-through fits most dogs
- Always include a few kennels for giant breed dogs or co-housed dogs, mom and pups, etc.
- 6' wide x 10-12' long divided by a guillotine door pass through
- Ensure the guillotine door is big enough for giant breed dogs
- If it is expected that people will spend time with dogs within their kennels, increase the kennel width to accommodate this need (~5-6' wide or greater)

Small dog kennel -- Hold/Special Care/Isolation/Adoption (Ex: Chihuahua, some terriers and puppies)

- 3' wide by 6' long divided by a guillotine door pass-through
- Limited space for personnel to enter kennel

Small dog double stacked kennels - Hold/Special Care/Isolation/Adoption (small dogs/puppies) -- recommend stainless steel

- 6' wide by 28" deep by 30" tall divided by a side-to-side pass-through



June 2019

## Cats

### HOUSING IN: HOLD/ISOLATION/SPECIAL CARE AND FOR OPEN SELECTION OPERATIONAL MODELS

Double compartment caging/condos – Our favorite are two 30" long by 28" deep by 28-30" high cages with a side to side pass-through between them with the units double stacked (we do not recommend triple stacking). These cage sizes can be found in laminate, stainless steel or fiberglass units. Not all will have a pass-through available if purchased new. Most older units that are still in good shape will be single cages, but both new and older cage units can be retrofitted to double compartment with a portal. Plastic, quiet latches and hinges can be ordered with new units and updated on older cages.

- Example: New 30" stainless steel cages that have had portals installed to make them double compartment



- Cage set-up when double compartment is side to side:

### HOUSING IN CAT ADOPTION: PROVIDE A VARIETY OF HOUSING – CAGING, INDIVIDUAL ROOM, GROUP ROOM

Caging – Our Favorite is the Adoption Quad – Four 30" long by 28" deep by 28-30" high cages with pass through side to side and up to down. These are basically the same as the holding units but have an additional pass-through up to down, which provides more housing flexibility. It also works well to present cats at the eye level of the adopter when the double compartment is up to down.

- This example is a Shor-line laminate housing unit. Many manufactures make similar models.
- The open bar cage fronts allow room ventilation to easily enter the housing unit and are great for observation and adopter/cat interactions.

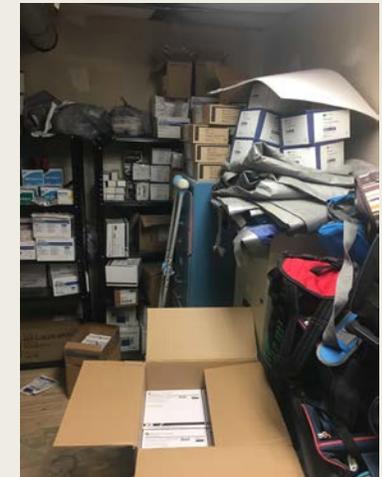


September 2019

# Storage Areas

HAZMAT STORAGE	122 sf
SUPPLY STORAGE	71 sf
STORAGE	86 sf
ANESTHETIC ROOM	37 sf
SECURE MEDICAL STORAGE	32 sf
CLEANING SUPPLY STORAGE	63 sf
FOOD STORAGE	160 sf
FREEZER	91 sf
STORAGE	71 sf
RECORDS STORAGE	126 sf
WASTE	33 sf
CAT CRATES	75 sf
TRIAGE STORAGE	93 sf
STORAGE	35 sf
CAT STORAGE	93 sf
EXTERIOR CAGE STORAGE	133 sf

Total Storage Area Provided	1,321 sf
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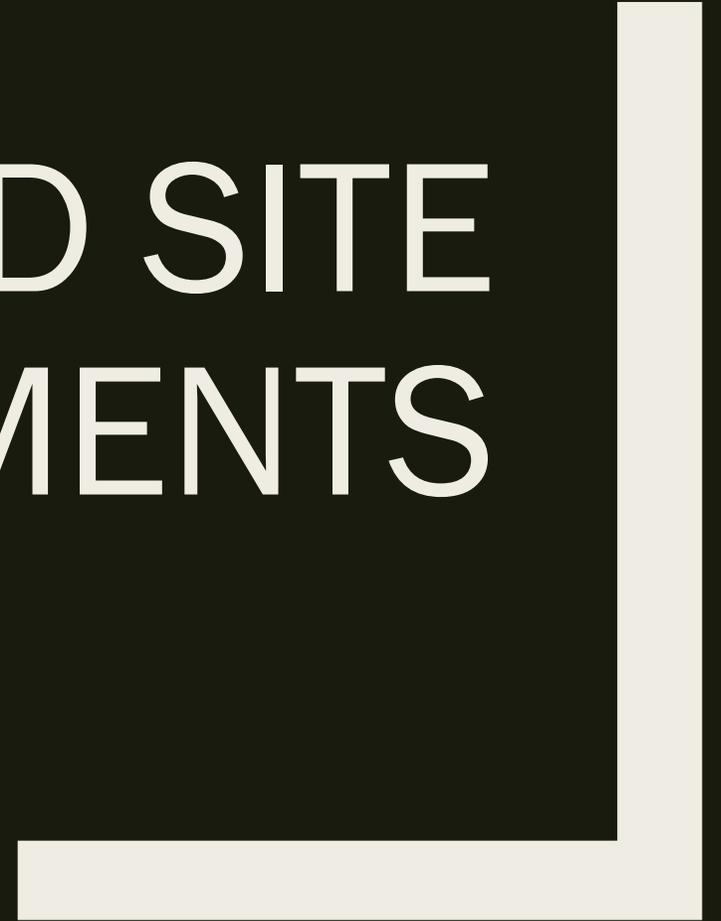


# Conceptual Floor Plan:

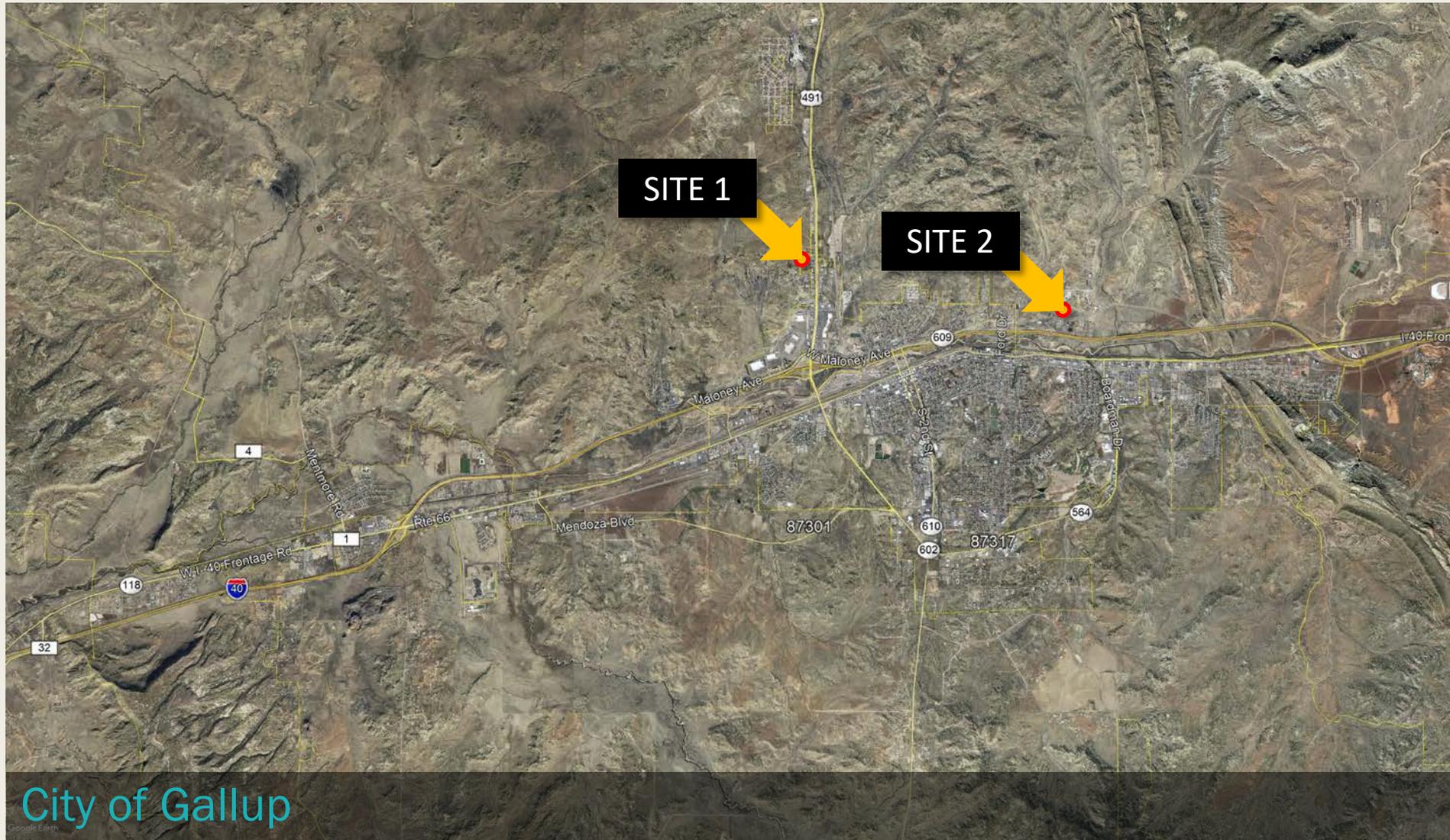


Floor Plan Area: 14,460 sf shown  
15,888 budgeted

# PROPOSED SITE ASSESSMENTS



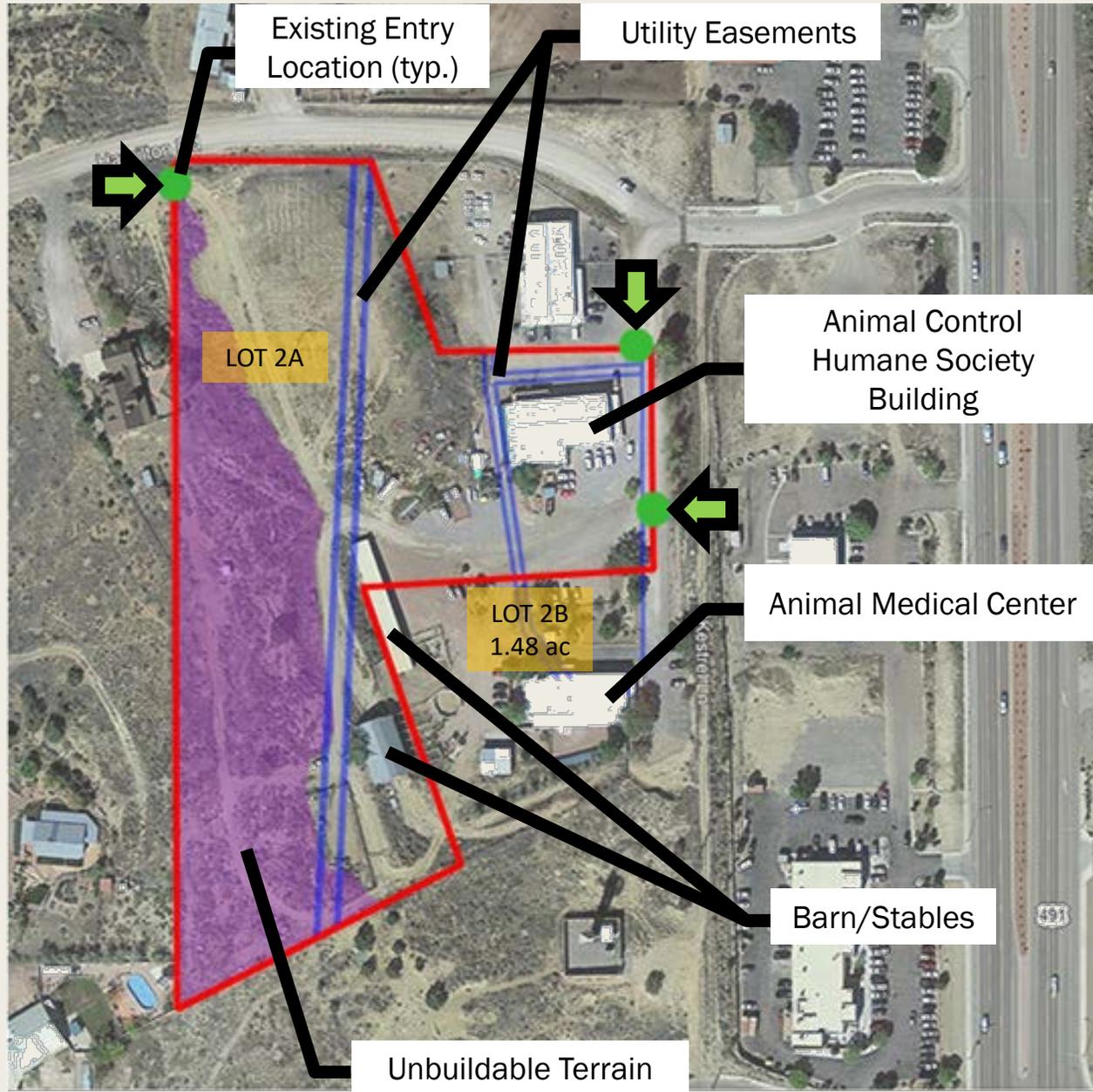
# Proposed Site Locations



● **Site 1 Balok St.**  
Existing Shelter

● **Site 2 Hasler Valley Rd**  
Donated Land

# Site 1 Balok St. – Existing Conditions



**Site Area** Lot 2A: 6.01 acres

## Advantages

- Adjacent to Cedar Animal Medical Center
- Ample public access locations
- Buildable area is adequate for new facility
- Utilities available
- Public familiarity of existing animal services

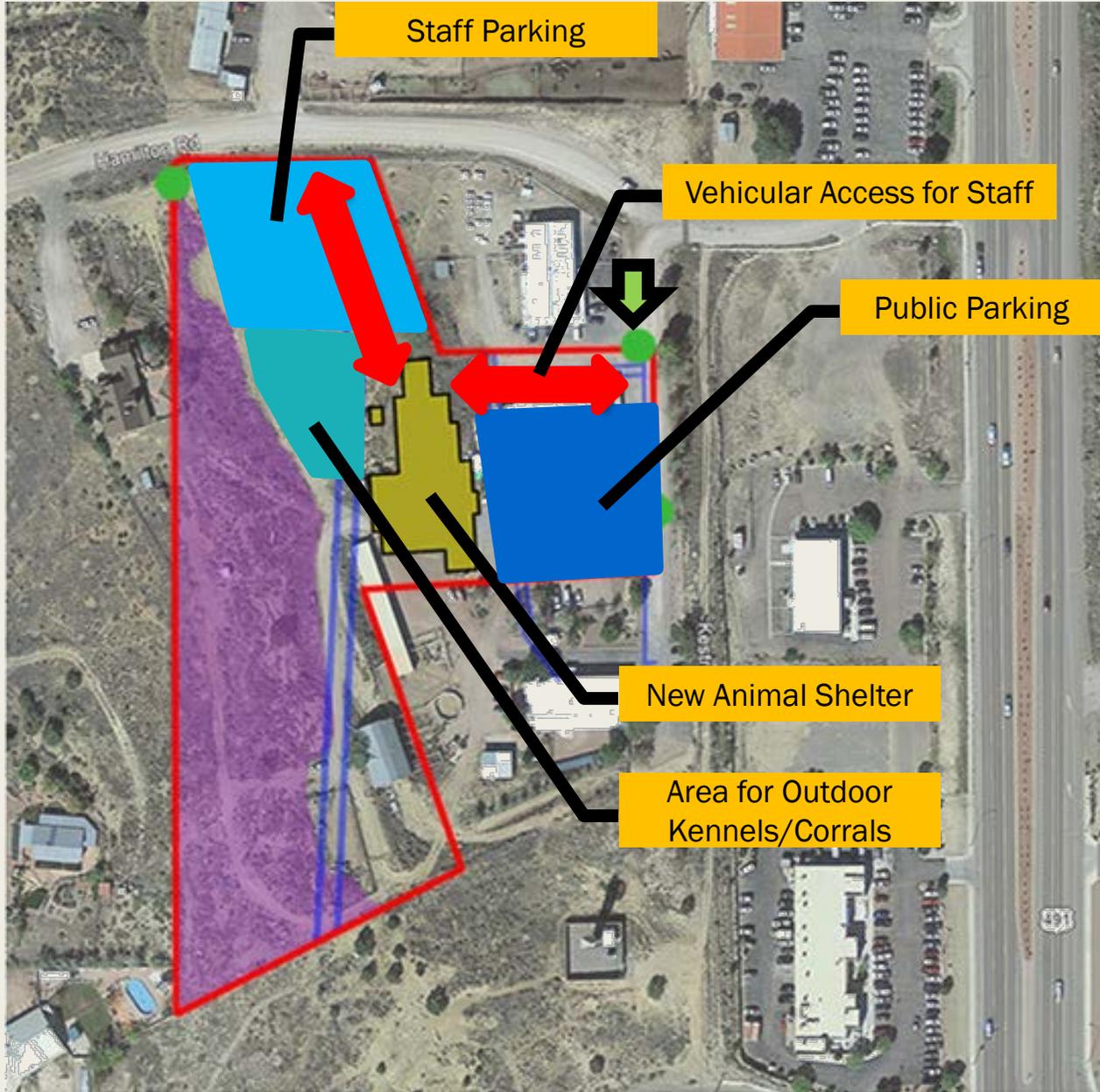
## Disadvantages

- Utility easements divide site
  - No building allowed over an easement
- Approximately 40% of site is unbuildable due to steep terrain
- Unknown soils conditions
- Property would need to be purchased by City



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# Site 1 Balok St. – Proposed Layout



**Site Area** Lot 2A: 6.01 acres

## Advantages

- Ample public/staff parking areas
- Separated public/staff parking areas
- Adequate area for exterior animal shelter structures
- Good vehicular circulation for Animal Control Officers
- Adjacent to Cedar Animal Medical Center
- Ample public access locations
- Buildable area is adequate for new facility
- Public familiarity of existing animal services

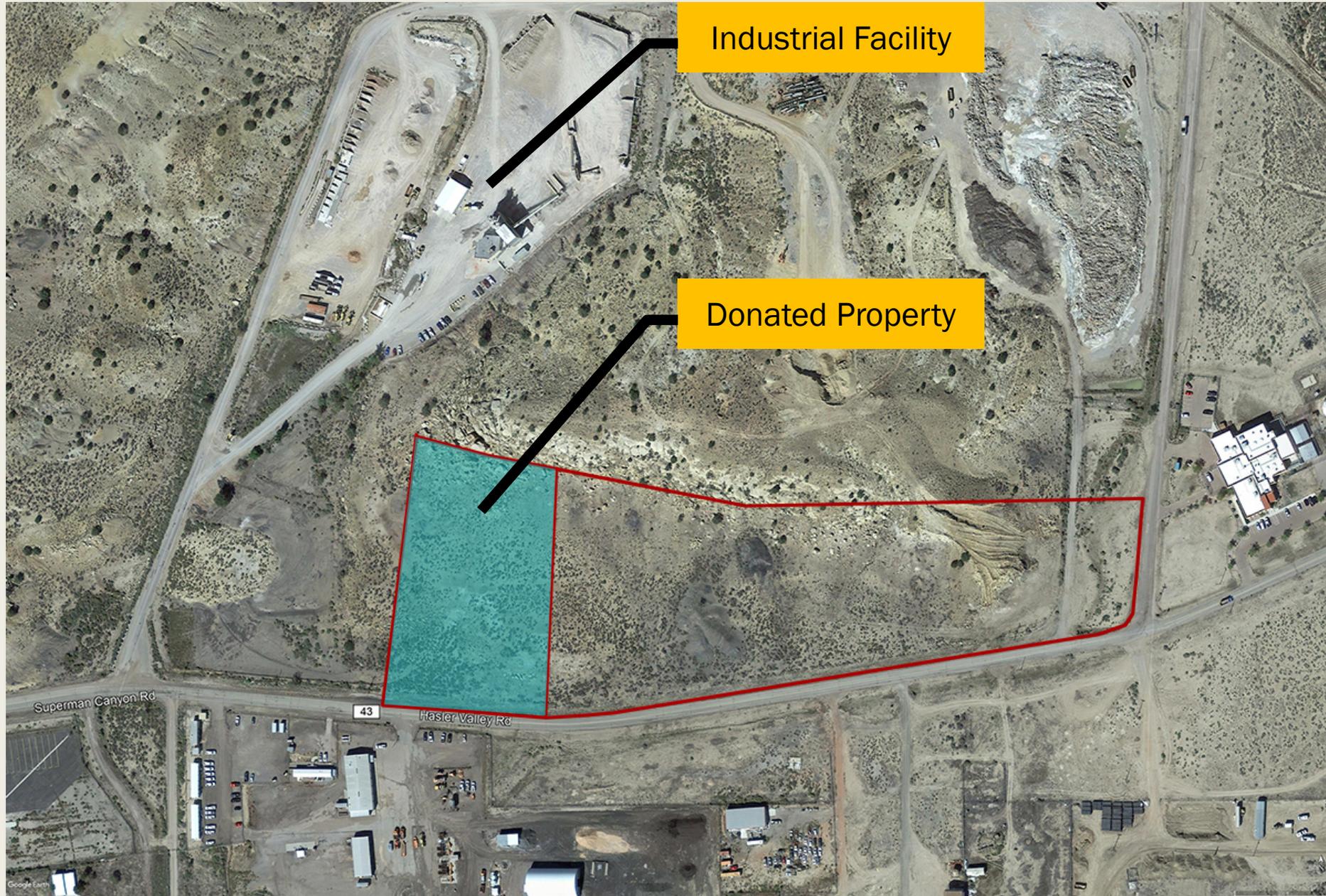
## Disadvantages

- Phased construction necessary for parking due to existing Animal Control building location
- Construction disturbance during working hours
- Utility easements divide site
  - No building allowed over an easement
- Approximately 40% of site is unbuildable due to steep terrain
- Property would need to be purchased by City

 PROPERTY LINE  
 UTILITY EASEMENTS

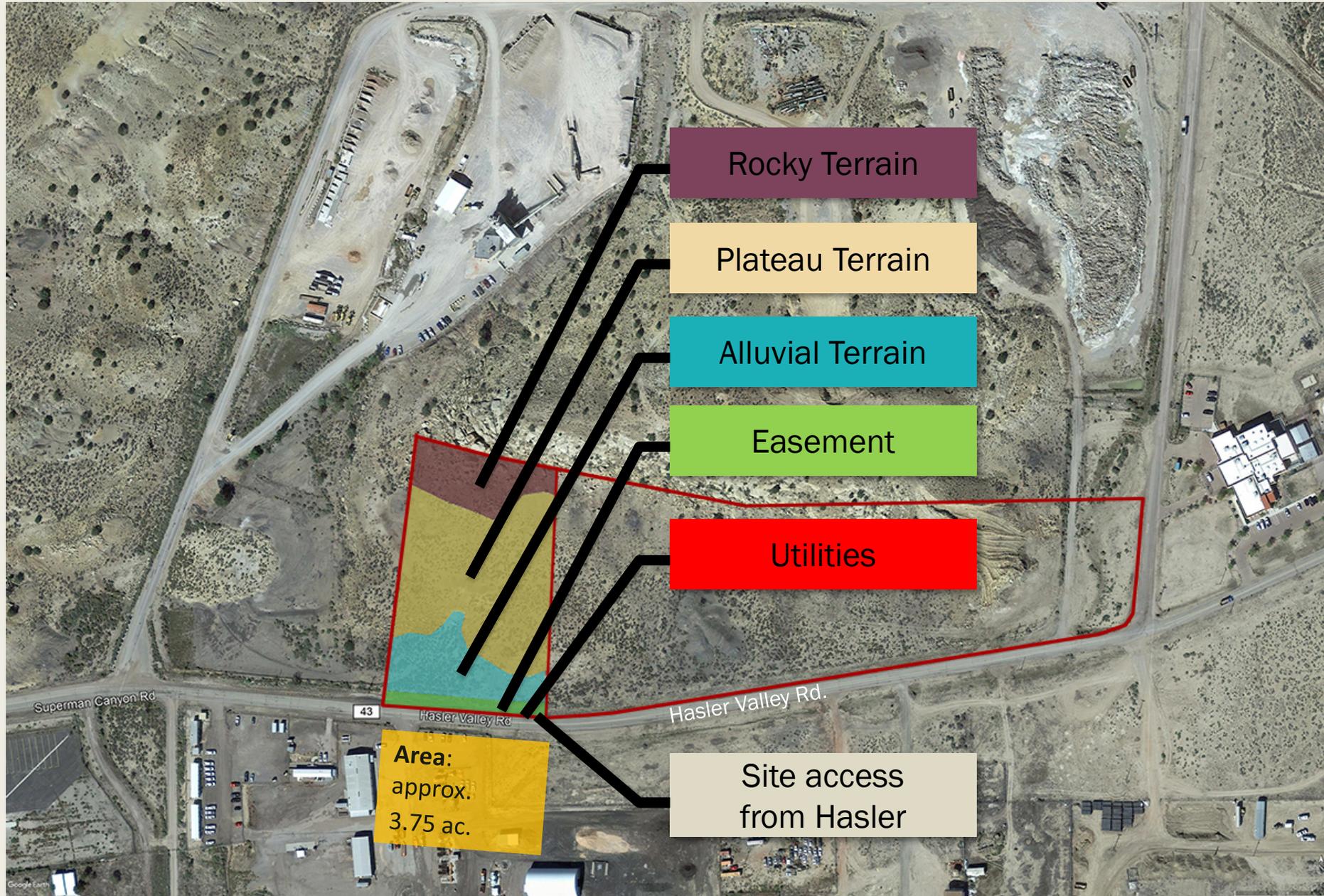
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# Site 2 Hasler Valley Rd – Existing Conditions

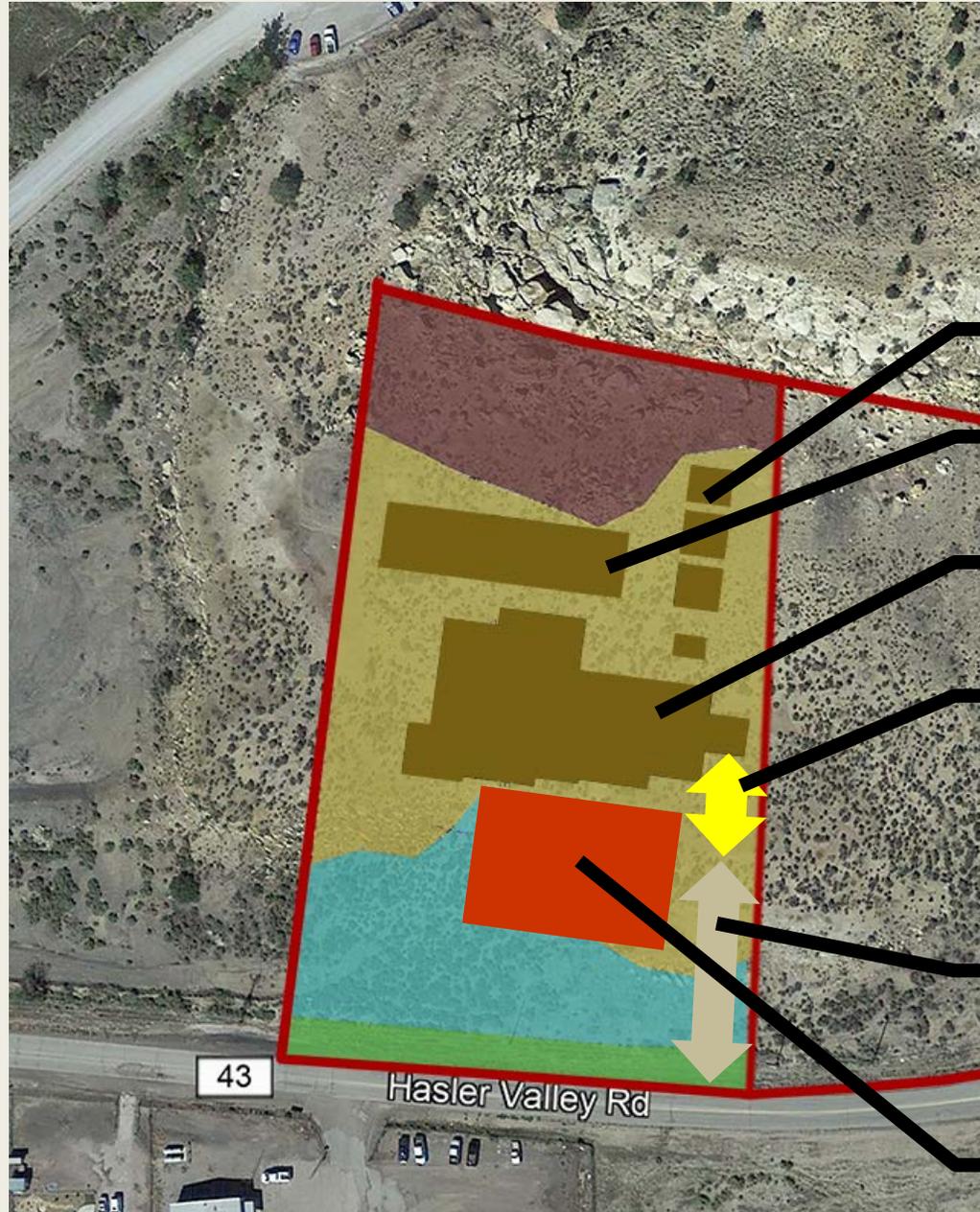


Site Area: approx. 3.75 acres

# Site 2 Hasler Valley Rd – Existing Conditions



# Site 2 Hasler Valley Rd – Proposed Layout



**Site Area:** approximately 3.75 acres

## Advantages

- Property donated to City
- Utilities available from Hasler frontage
- Available area for exterior animal shelter structures
- Ample public access entry locations
- Buildable area is adequate for new facility
- Favorable building orientation

## Disadvantages

- Shared parking areas between staff/public
- Unknown soils conditions
- Potential for rock excavation
- Approximately 20% of site is unbuildable due to steep, rocky terrain
- Potential lift station for water delivery

Corrals

Kennels

New Animal Shelter

Control Officer Access

Site Access

Shared Public/Staff Parking

# COST COMPARISONS



# PROJECTED FACILITY COST

FUNCTIONAL SPACES SUMMARY	
TOTAL BLDG NET SF	10,120
Building TARE Components	
Circulation (39.0%)	3,947
Structural (15%)	1,518
SUBTOTAL TARE SF	5,465
<b>TOTAL GROSS SF</b>	<b>15,585</b>

← BUILDING AREA = 15,888 SF

ESTIMATED TOTAL BUILDING COST	
Gross Square Footage	15,585
Estimated Building Cost/SF	\$325
SUBTOTAL BUILDING	\$5,065,060
General Contractor Markup (OH&P, Bonds 18%)	\$911,711
<b>SUBTOTAL</b>	<b>\$5,976,771</b>

← COST/SF = \$325

- Specialized Mechanical Systems
- Additional Plumbing Requirements
- Durable Materials
- Acoustical Treatment

Professional Services @ 8%	\$405,205
Survey and Geotech (allowance)	\$20,000
Materials Testing By Owner (allowance)	\$20,000
Permit Fees	
Plan Printing (allowance)	\$10,000
Estimated FF&E (\$35.00/sf)	\$545,468
Estimated Special Systems, Security, Surveill., etc. (\$10.00/sf)	\$155,848
<b>SUBTOTAL PROJECT COSTS (SITE COSTS EXCLUDED)</b>	<b>\$1,156,521</b>
<b>ESTIMATED TOTAL PROJECT COST (SITE COST EXCLUDED)</b>	<b>\$7,133,292</b>

← ESTIMATED EQUIPMENT COSTS



# Site Cost Comparison

## Site 1 - Balok St.

Site Development Costs:  
(Equates to 10% of building costs)

**\$516,373**

Estimate Cost Includes:

- Sidewalks
- Parking
- Site access
- Utility Connections/Extensions
- Building Pad

Site Acquisition: **Purchase Required**

Land Value: **\$184,050**

### Assessment History

Actual Value (2019)	\$195,754
Primary Taxable	\$85,251
Tax Area: 120 Mill Levy: 40.413	

Type	Actual	Assessed	Acres	SQFT
LAND	\$184,050	\$61,350	5.010	43560.000
BUILDING	\$11,704	\$3,901		8400.000

### Balok St. Total Project Cost

Building Cost	\$5,976,771
<u>Balok St. Site Cost</u>	<u>\$ 516,373</u>
Building + Site	\$6,493,144
<u>Soft Costs</u>	<u>\$1,156,521</u>
<b>Total Project Costs</b>	<b>\$7,649,665</b>
<b><u>Plus Site Acquisition Cost</u></b>	<b><u>\$ 184,050</u></b>
<b>TOTAL</b>	<b>\$7,833,715</b>

# Site Cost Comparison

## Site 2 – Hasler Valley Rd.

### Site Development Costs:

(Equates to 10% of building costs)

**\$516,373**

### Additional Effort Cost Estimate Includes:

- Rock Removal \$134,000
  - Earthwork/Fill Material \$300,000
    - Import/export
  - Retaining Walls \$112,500
- SUBTOTAL \$546,500**

Site Acquisition      Property Donated  
Land Value            \$125,690

Assessment History			
Actual Value (2019)			\$125,890
Primary Taxable			\$41,897
Tax Area: 120    Mill Levy: 40.413			
Type	Actual	Assessed	Acres
LAND	\$125,890	\$41,897	13.300

### Hasler Valley Rd. Total Project Cost

Building Cost	\$5,976,771
Building Site Cost	\$ 516,373
<u>Hasler Valley Rd. Site Cost</u>	<u>\$ 546,500</u>
Building + Site	\$7,039,644
<u>Soft Costs</u>	<u>\$1,156,521</u>
<b>Total Project Costs</b>	<b>\$8,196,165</b>
<b><u>Minus Property Value</u></b>	<b><u>\$ 125,690</u></b>
<b>ESTIMATED TOTAL</b>	<b>\$8,070,475</b>

# THANK YOU!



HUITT-ZOLLARS  
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January 7, 2020

Ms. Maryann Ustick, City Manager  
City of Gallup  
110 W. Aztec  
Gallup, NM 87301

**RE: Proposal for Engineering Services – Preliminary Engineering Report (PER) for Burke Dr. Improvements, Utah Cir. to Aztec Dr.**

Dear Ms. Ustick:

This Proposal is prepared pursuant to your request of Mr. Terry O. Brown, P.E., for engineering services on the referenced project. Following is our proposed scope of services and fee for the project.

**Project Limits**

Segment I – Utah Cir. north return to Hill Ave. south return  
Segment II – Hill Ave. south return to Aztec Ave. south return

**Project Description**

Burke Dr. exhibits several potential deficiencies including:

1. Sidewalk – discontinuous along the length of the roadway, deficient in width or slope, material degradation, obstructions, accessibility (ADA) inadequacies at driveways and intersections.
2. Curb and Gutter – inconsistent profile, material degradation.
3. Speeds – concerns have been expressed regarding excessive speeds along the corridor.
4. Parking – conflicts exist within Segment II.

**Scope of Services – Preliminary Evaluation Report (PER)**

*A. Data Collection.* The following items will be requested for use in the development of the PER.

1. Mapping data. Request available topographic maps, right-of-way or parcel maps, utility maps, and as-built plans of the corridor. Aerial mapping from public domain sources such as the Rio Grande Information Systems (RGIS) may be retrieved for use in the evaluation.
2. Reports. Request pertinent reports from other projects in the area, such as master drainage plans or pavement condition ratings, for use in documenting existing conditions.
3. Construction bid tabulations. Request recent City bid tabulations for use in refining estimated unit bid prices.

*B. Inventory of Existing Conditions.* The Engineer will initiate site reconnaissance as follows.

1. Field Review. In conjunction with City staff and with aerial mapping, conduct field verification review and inventory of deficiencies marking limits of defective infrastructure, obstructions, potential retaining walls, driveways, etc.
2. Traffic Count. Conduct a 24-hour volume count to evaluate existing traffic.

3. Speed study. Conduct a spot speed study to measure free-flow speeds relative to the posted speed limit.
4. Safety Evaluation. Request crash data from the NMDOT Records Bureau to evaluate possible recurring crash patterns.
5. Pavement Samples (Optional, Not Included). At the City's request, a geotechnical engineer will be enlisted to obtain pavement core samples within the corridor to evaluate existing pavement conditions, identify extents of pavement deficiencies, and provide recommendations for pavement rehabilitation.

*C. Report and Recommendations.* The Engineer will prepare a draft report for City review and consideration with the following major elements.

1. Corridor plan –
  - a. develop conceptual corridor plan in graphic format
  - b. identify deficient infrastructure for removal and replacement
  - c. depict ADA-compliant access measures (ramps, bypass, driveway profile revisions, etc.)
  - d. traffic calming – based on speed, crash record, roadway geometry, and observations, develop a conceptual plan showing proposed measures such as speed humps, traffic tables, chicanes, etc.
  - e. illustrate extents of potential retaining walls
  - f. *Optional*: provide pavement recommendations.
2. Parking conflicts – for Segment II, identify conflicts and limitations and recommend potential revisions to reduce encroachments
3. Compute estimate of probable construction cost for each segment
4. Prepare report with recommendations and supporting documentation for City review. Staff comments will be incorporated and the report finalized for advancement to design.

**Exclusions**

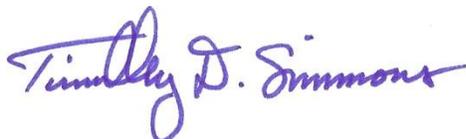
1. Topographic survey and mapping
2. Geotechnical services

**Fee for PER Services**

The proposed fee is \$12,600.00 plus New Mexico Gross Receipts Tax (NMGR).

Should you have any further questions, please do not hesitate to contact me. Thank you for considering CTI to help meet your planning and engineering needs.

Sincerely,



Timothy D. Simmons, PE, PTOE  
President and Principal Engineer

Copy: Stanley Henderson, City Engineer  
Terry O. Brown, P.E., PTOE

**ORDINANCE NO. C2020-2**

**AN ORDINANCE CONCERNING THE MEMBERSHIP OF THE INDIGENOUS PEOPLES COMMISSION, AMENDING SECTION 3 OF TITLE 2 (BOARDS AND COMMISSIONS), CHAPTER 3 (INDIGENOUS PEOPLES COMMISSION) OF THE MUNICIPAL CODE OF THE CITY OF GALLUP, NEW MEXICO**

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

Section 1. Section 2-3-3 of the Gallup Municipal Code is amended to read:

2-3-3: MEMBERSHIP:

The membership shall consist of not more than five (5) voting members and one, ex officio, non-voting member appointed by the Mayor and confirmed by the City Council. The ex officio member shall be a City employee or official. Voting members shall be residents of New Mexico ~~with three (3) being residents of McKinley County and two (2) being residents of Gallup~~ within Gallup and McKinley County.

Section 2. This ordinance shall become effective after its passage and publication by title and summary as provided by law.

PASSED, APPROVED AND ADOPTED this 25<sup>th</sup> day of February, 2020.

CITY OF GALLUP, NEW MEXICO

By: \_\_\_\_\_  
Jackie McKinney, Mayor

ATTEST:

\_\_\_\_\_  
Alfred Abeita II, City Clerk

# 2021/2022-2 WATERLINE REPLACEMENT ON NM118 FROM MCKINLEY/COAL TO LUIS PRELIMINARY ENGINEERS PLAN

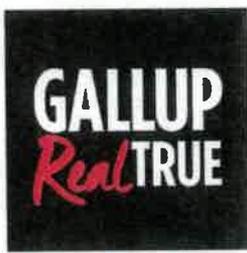


**DePAULI ENGINEERING  
& SURVEYING, LLC.**  
CIVIL ENGINEERS  
& LAND SURVEYORS

for the  
**CITY OF GALLUP**  
MCKINLEY COUNTY, NEW MEXICO

2021/2022-2 WATERLINE REPLACEMENT  
ON NM118 FROM MCKINLEY/COAL TO LUIS  
PRELIMINARY ENGINEERS PLAN

Dwg. No. ...  
Date: FEB 2016  
Drawn By: KAS      Checked By: MDP  
Scale: AS SHOWN      Sheet 1 of 1



## 2019-2020 LODGERS' TAX GRANT APPLICATION

### PART I: PROJECT INFORMATION

Organization Name (As Listed on W9):	Manuelito Navajo Children's Home, Inc
Event Name:	Memorial Day 5K
Event Date(s):	5-25-20
Event Organizer & Title within Organization:	Jim Christian, Superintendent
Phone Number of Organizer:	505 863 5530
Email of Organizer:	jchristian@manuelitohome.org
Organization Address:	PO Box 58 12 Theta St. Gallup, NM 87301
Contact Person (If different than person who prepares application):	
Contact Phone and Email for Secondary Person:	
Event Location:	Gallup Sports Complex

### PART 2: PROJECT COST AND FUNDING REQUEST

Lodgers Tax Grant Funding Requested: (Must match application page 6)	5000.00
Total Anticipated Project/Event Cost: (Must match application page 7)	6145.00
Anticipated Number of Volunteers:	20.
Anticipated Attendance (not including volunteers/staff):	400.

**PART 3: CRITERIA**

Were you funded in 2018-2019? Circle one: Yes/No

How much have you received in previous grants (list year/award amount)?

2017 - \$5,000. 2018 - \$5,000 2019 - \$5,000

How many times has your event occurred? Please list years of previous events. If new, just indicate "new":

This will be the 9th Annual

1. Define/Describe the overall project/event (what is happening at the event?):

The event is a 5K fun run/walk with beautiful awards held on a challenging course

2. Please include a specific schedule of events here or attached with your application.

We will open pre-registration about 30 days prior to event. Advertising about 2 wks before event. The day of the event we will start on-site registration at 8am. The run starts @ 9am with awards to follow. Most participants are out to the community by 10:30am.

3. Who is your target audience for your event and advertising (who do you want to attend?)

Runners and their families, all ages.

4. Describe the regions/cities in which you plan to market your event outside of Gallup?

Primarily a 200 mile radius from Gallup. Flagstaff, Farmington, Albuquerque, Navajo Nation + Zuni

5. Describe your event assessment/evaluation plans: how are you counting your participants, where they are from, their hotel stays, and how you plan to share that assessment with the City:

Registration Forms and Interview at event will be shared with the city on the event evaluation form.





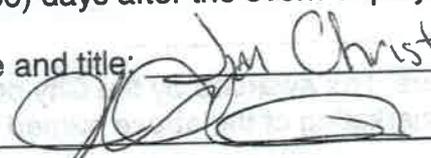
**PART 4: FINANCIAL DISCLOSURE CHECKLIST** As per the attached City Ordinance, all applicants for Lodgers' Tax funds must submit the following information:

- Completed Advertising Plan and Event Budgets for Event/Special Activity/Project
- 2019 Updated IRS Form W-9 Request for Taxpayer Identification Number and Certification

**PART 6: ASSURANCES AND CERTIFICATIONS**

I/We certify that I/we am/are authorized to act on behalf of the organization making this application and that the statements herein are complete and accurate to the best of my knowledge. If funded, we will keep a clear and accurate accounting of how the funds were used. We will evaluate the use of funds as required and approved by the City of Gallup, and will deliver an evaluation report to the City no more than (60) days after the event or project completion.

Print your name and title: Jim Christian, Superintendent

Signature: 

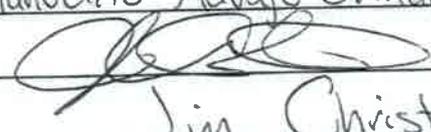
Date: 9.19.19

**Part 7: LODGERS' TAX PROPOSAL LETTER OF TRANSMITTAL**

The undersigned certifies that they have read and understand the above general conditions and that they accept these condition and submit the attached proposal in full compliance with these conditions and the applicable proposal specifications. In submitting this proposal, the offeror represents that the offeror has familiarized themselves with the nature and extent of the request for proposals dealing with Federal, State, and Local requirements which are a part of these request for proposals. The offeror will comply with all applicable federal and state laws, local ordinances, and the rules and regulations of all authorities having jurisdiction over the services being proposed.

Evaluations and financial statements are a requirement of the proposal and must be submitted in a timely manner, but no later than sixty (60) days after the event or project is completed. Failure to submit appropriate reimbursement materials and accurate evaluation statements may jeopardize future awards.

NAME OF FIRM ON W9: Manuelito Navajo Childrens Home, Inc.

AUTHORIZED SIGNATURE: 

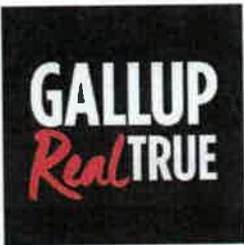
NAME PRINTED OR TYPED: Jim Christian

TITLE/POSITION: Superintendent

DATE: 9.19.19

ADDRESS: PO Box 58 CITY, STATE, ZIP CODE: Gallup NM 87305

TELEPHONE #: 505 863 5530 FAX #: 505 863 2050 E-MAIL: jchristian@manuelitohome.org



**2019-2020 LODGERS' TAX GRANT ADVERTISING AGREEMENT**

Fill out the top portion (not the amount awarded) and organization agreement. A signed copy will be returned to you pending approval of a grant.

The undersigned has been awarded Lodgers' Tax by the City of Gallup to promote the following event in the City of Gallup, New Mexico:

NAME OF EVENT: Memorial Day 5K

ENTITY PUTTING ON EVENT: Manuelito Navajo Children's Home

Mailing Address: PO Box 58 Gallup NM 87305

DATES OF EVENT: 5.25.20

AMOUNT AWARDED (to be filled out by City of Gallup): \_\_\_\_\_

The undersigned understands and agrees that the Lodgers' Tax awarded by the City of Gallup can only be used for advertising, publicizing, promoting and marketing of the above named event and agrees to use GallupRealTrue logos in their materials.

The undersigned further understands and agrees that the Lodgers' Tax funds awarded will not be advanced by the City of Gallup, but that upon presentment of PAID RECEIPTS with proof of payment and appropriate artwork/proofs/copy by undersigned to the City of Gallup, the City of Gallup will reimburse undersigned for the advertising, publicizing, promoting and/or marketing expenses incurred.

CONTACT PERSON FOR EVENT: Jim Christian

PHONE NUMBER: 505 863 5530 EMAIL: jchristian@manuelitohome.org

**THIS AGREEMENT** entered into the last dated signature set out below.

ORGANIZATION: \_\_\_\_\_

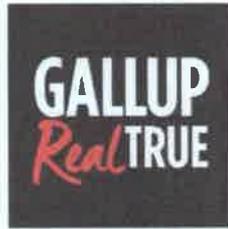
SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

CITY OF GALLUP:

By: \_\_\_\_\_ Date: \_\_\_\_\_

110 West Aztec, Gallup, NM 87301 (505) 863-1227



## 2019-2020 LODGERS' TAX GRANT APPLICATION

### PART I: PROJECT INFORMATION

Organization Name (As Listed on W9):	Lions Club of Gallup, NM
Event Name:	Multiple District Convention
Event Date(s):	May 1, 2020 thru May 2, 2020
Event Organizer & Title within Organization:	Linda Hite, Chairperson
Phone Number of Organizer:	505-862-1962
Email of Organizer:	lionlindadc@gmail.com
Organization Address:	1012 W. Maloney Avenue Gallup, NM 87301
Contact Person (If different than person who prepares application):	Same as Above
Contact Phone and Email for Secondary Person:	Same as Above
Event Location:	3330 E. Aztec Ave., Gallup

### PART 2: PROJECT COST AND FUNDING REQUEST

Lodgers Tax Grant Funding Requested: (Must match application page 6)	\$4000.00
Total Anticipated Project/Event Cost: (Must match application page 7)	\$12,700.00
Anticipated Number of Volunteers:	20
Anticipated Attendance (not including volunteers/staff):	130

**PART 3: CRITERIA**

Were you funded in 2018-2019? Circle one: Yes/No  No

How much have you received in previous grants (list year/award amount)?

2011 was the last time Gallup hosted this Convention. The award amount was \$1000.00

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How many times has your event occurred? Please list years of previous events.  
If new, just indicate "new":

~~This is the 92nd Multiple District Convention. The last one held in Gallup was 2011.~~

1. Define/Describe the overall project/event (what is happening at the event?):  
It is the year-end meeting for Lions Clubs in New Mexico and Arizona. We elect new officers for  

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the upcoming year, have various trainings, report on our different Foundations, discuss our  

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accomplishments over the last year in our particular area and enjoy the company of other Lions.  

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2. Please include a specific schedule of events here or attached with your application.  
See attached agenda. There may be some variation to this, but this is our basic outline of events.  

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3. Who is your target audience for your event and advertising (who do you want to attend?)  
New Mexico and Arizona Lions Clubs members  

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4. Describe the regions/cities in which you plan to market your event outside of Gallup?  
Albuquerque, Santa Fe, Raton, Las Vegas, Farmington, Aztec, Socorro, Las Cruces, Clovis,  

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Carlsbad, Roswell, all in New Mexico and Window Rock and Ft. Defiance, Arizona  

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5. Describe your event assessment/evaluation plans: how are you counting your participants, where they are from, their hotel stays, and how you plan to share that assessment with the City:  
Registration forms, rooms at the designated hotels, physical count at the events  

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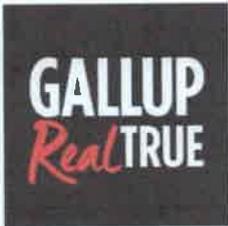
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**EVENT BUDGET**

Fill this out or attach your own version of this page, but an event budget is required. Be sure to include such expenses as site rentals, staff, equipment, operations, etc. Advertising should have a line item in this budget as well.

<b>Expense</b>	<b>Estimated Cost</b>
Goodie Bags	500.00
Shirts	3000.00
Pens	125.00
Pins	375.00
Hotel Room and Transportation for Speaker	500.00
Name Tags	100.00
Banquet/Meal Setup	1200.00
DJ	300.00
Food and Drinks	4000.00
Snack Table	200.00
Memorial Balloons and Plaques	200.00
Photographer	150.00
Programs/Signs	1750.00
Mailings	100.00
Prizes	300.00
TOTAL	12700.00
Door Prizes	Donated
Table Decorations	Donated
<b>TOTAL OF EVENT EXPENSES:</b>	



**2019-2020 LODGERS' TAX GRANT ADVERTISING AGREEMENT**  
 Fill out the top portion (not the amount awarded) and organization agreement. A signed copy will be returned to you pending approval of a grant.

The undersigned has been awarded Lodgers' Tax by the City of Gallup to promote the following event in the City of Gallup, New Mexico:

NAME OF EVENT: Multiple District Convention

ENTITY PUTTING ON EVENT: Lions Club of Gallup, New Mexico

Mailing Address: PO Box 144

DATES OF EVENT: May 1, 2020 thru May 2, 2020

AMOUNT AWARDED (to be filled out by City of Gallup): \_\_\_\_\_

The undersigned understands and agrees that the Lodgers' Tax awarded by the City of Gallup can only be used for advertising, publicizing, promoting and marketing of the above named event and agrees to use GallupRealTrue logos in their materials.

The undersigned further understands and agrees that the Lodgers' Tax funds awarded will not be advanced by the City of Gallup, but that upon presentment of PAID RECEIPTS with proof of payment and appropriate artwork/proofs/copy by undersigned to the City of Gallup, the City of Gallup will reimburse undersigned for the advertising, publicizing, promoting and/or marketing expenses incurred.

CONTACT PERSON FOR EVENT: Linda Hite

PHONE NUMBER: 505-862-1962 EMAIL: lionlindadc@gmail.com

**THIS AGREEMENT** entered into the last dated signature set out below.

ORGANIZATION: Lions Club of Gallup, New Mexico

SIGNATURE: *Linda Hite* Date: January 3, 2020

PRINTED NAME: Linda Hite

CITY OF GALLUP:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 110 West Aztec, Gallup, NM 87301 (505) 863-1227

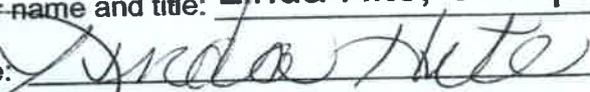
**PART 4: FINANCIAL DISCLOSURE CHECKLIST** As per the attached City Ordinance, all applicants for Lodgers' Tax funds must submit the following information:

- Completed Advertising Plan and Event Budgets for Event/Special Activity/Project
- 2019 Updated IRS Form W-9 Request for Taxpayer Identification Number and Certification

**PART 6: ASSURANCES AND CERTIFICATIONS**

I/We certify that I/we am/are authorized to act on behalf of the organization making this application and that the statements herein are complete and accurate to the best of my knowledge. If funded, we will keep a clear and accurate accounting of how the funds were used. We will evaluate the use of funds as required and approved by the City of Gallup, and will deliver an evaluation report to the City no more than (60) days after the event or project completion.

Print your name and title: Linda Hite, Chairperson

Signature: 

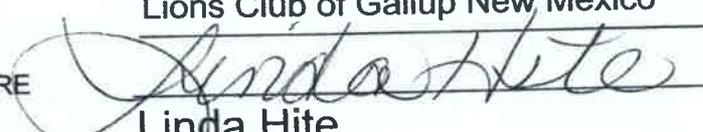
Date: January 3, 2020

**Part 7: LODGERS' TAX PROPOSAL LETTER OF TRANSMITTAL**

The undersigned certifies that they have read and understand the above general conditions and that they accept these condition and submit the attached proposal in full compliance with these conditions and the applicable proposal specifications. In submitting this proposal, the offeror represents that the offeror has familiarized themselves with the nature and extent of the request for proposals dealing with Federal, State, and Local requirements which are a part of these request for proposals. The offeror will comply with all applicable federal and state laws, local ordinances, and the rules and regulations of all authorities having jurisdiction over the services being proposed.

Evaluations and financial statements are a requirement of the proposal and must be submitted in a timely manner, but no later than sixty (60) days after the event or project is completed. Failure to submit appropriate reimbursement materials and accurate evaluation statements may jeopardize future awards.

NAME OF FIRM ON W9 Lions Club of Gallup New Mexico

AUTHORIZED SIGNATURE 

NAME PRINTED OR TYPED Linda Hite

TITLE/POSITION Chairperson

DATE: January 3, 2020

ADDRESS: 1012 Maloney Ave CITY, STATE, ZIP CODE: Gallup, NM 87301

TELEPHONE #: 505-862-1962 FAX #: 505-722-6040 E-MAIL: lionlindadc@gmail.com

## THURSDAY

Registration – Fairfield Inn and Suites, 4:00 pm to 8:00 pm  
Dinner on your own at various establishments – coupons in Goodie Bags

## FRIDAY

Registration 10:00 am – 4:00 pm – Fairfield Inn and Suite  
Tethered Balloon Rides - \$ and location TBD  
Window Rock Museum and Zoo – 9-12 and 1-4, Window Rock  
Walking Tour Downtown – 9 am and 1 pm  
Rex Museum/Train Station/Code Talker Room – Self Tour  
Downtown Traders – Self Tour  
Lunch on Your Own - coupons in Goodie Bags  
1:15 – 2:00 NM Lions Eye Bank  
2:10 – 2:55 – NM Lions KidSight  
3:05 – 3:50 – NM Lions Eye Foundation Meeting  
4:00 – 4:45 Diabetes Awareness

6:30 pm – 7:00 FLAPPER HAPPY HOUR – Prizes for the best Dressed  
7:00 – 9:00 BBQ Dinner, Dance and Photographer - Clubhouse, served by  
Gallup Lions Club  
9:00 – 11:00 pm Hospitality Rooms at Fairfield Inn and Suites

## SATURDAY

7:30 – 9:00 PDG Breakfast – Clubhouse – Served by Gallup Lions Club  
9:00 – 11:00 – Registration Fairfield Inn and Suites  
9:00 – 12:00 – Downtown Traders, Walking Tour Downtown, Rex  
Museum/Train Station/Code Talker Room – Self Tour  
9:00 – 9:45 - Service Project – Food Pantry Donations from each club  
9:45 - 11:15 - 1<sup>st</sup> Plenary MD 40 - Clubhouse  
11:15 - 12:00 – Special Speaker Hershey Miyamura  
12:00 - 1:15 - Melvin Jones Fellow Luncheon with MJF Presentations –  
Clubhouse  
1:30 – 3:30 – 2<sup>nd</sup> Plenary MD 40 – Clubhouse  
1:30 – Call to Order/Roll Call

1:40 – Opening Comments – DG Ed, DG Melissa  
1:45 – LCI Update ID Michael Banks  
2:00 – Memorial – Gemma Ferguson to sing, Ecological Balloons for  
Lions who have passed  
2:50 – New Business –  
Nomination MD40 Convention City 2022, District 40S  
Nomination for MD40 Council Chair  
Election for Multiple Council Chair  
Council Chair Elect – Quick Speech  
Proposed MD40 Constitution and By-Laws changes  
Voting on said changes  
3:30 – 4:00 – CC Annie Miller – Awards  
4:00 – 4:30 – Mandella Center Presentation  
4:30 – 5:00 – Closing Comments – CC Annie Miller

6:30pm – 7:00 Cash Bar Social Hour – Photographer at Clubhouse  
7:00 – 9:00 – District Governor's Banquet, International Director Michael  
Banks - Clubhouse  
9:00 – 11:00pm – Hospitality Rooms – Fairfield Inn and Suites

#### SUNDAY

Breakfast at Fairfield Inn and Suites  
11:00 am Checkout  
Safe travels home



Lions Club of Gallup, New Mexico  
P.O. Box 144  
Gallup, NM 87305



## City Lodger's Request for Funds

This year the Lions Club of Gallup, New Mexico is celebrating its' 75<sup>th</sup> year of serving our community. We are also the Host Club for the 92<sup>nd</sup> Multiple District Convention. The last time this was held in Gallup was 2011. We are asking the City Lodger's Committee to support us as we bring over 130 Lions to our City May 1<sup>st</sup> and 2<sup>nd</sup> to help us celebrate these anniversaries.

Our theme this year is "Get your LIONS Kicks on Route 66" with our host hotels being the El Rancho and the Fairfield Inn and Suites. We will be offering tethered balloon rides, a trip to Window Rock to the Zoo and Museum, a downtown walking tour and self-guided tours of the Rex Museum, the Code Talkers Room, the Train Station and the Downtown Traders.

Most of our attendees will arrive Thursday evening, April 30th and will leave after breakfast on Sunday, May 3<sup>rd</sup>. In our Registration Packet we will be including discount coupons for several of the local restaurants to encourage our guests to have a little taste of Gallup's excellent meal choices when they aren't involved in the Convention activities.

LIONS stands for **Liberty, Intelligence, Our Nation's Safety** and in honor of that Mr. Hershey Miyamura will be speaking to us on Saturday morning regarding his experience in the Korean War. Anyone who has not heard him speak is in for a treat.

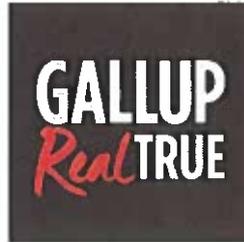
We are attaching our schedule of events, our plan for the requested monies from City Lodger's and our Event Budget. If the Committee has any additional questions, please contact me, Lion Linda Hite, 505-862-1962.

We thank you for all the support you have given us in the years past and hope we can count on you for support in this endeavor also.

Sincerely,

A handwritten signature in blue ink that reads "Linda Hite". The signature is written in a cursive style with a large, looping initial 'L'.

Lion Linda Hite



## 2019-2020 LODGERS' TAX GRANT APPLICATION

### PART I: PROJECT INFORMATION

Organization Name (As Listed on W9):	Lions Club of Gallup NM
Event Name:	72nd Annual Gallup Lions Club Rodeo
Event Date(s):	June 17- 20, 2020
Event Organizer & Title within Organization:	Renee Swingle, Rodeo Chairman
Phone Number of Organizer:	505-870-2920
Email of Organizer:	rswingle@camcohvac.net
Organization Address:	P.O. Box 144 Gallup, NM 87305-0144
Contact Person (If different than person who prepares application):	Renee Swingle
Contact Phone and Email for Secondary Person:	Linda Hite, 505-862-1962, lionlinda@gmail.com
Event Location:	Red Rock Park

### PART 2: PROJECT COST AND FUNDING REQUEST

Lodgers Tax Grant Funding Requested: (Must match application page 6)	\$25,000.00
Total Anticipated Project/Event Cost: (Must match application page 7)	\$220,000.00
Anticipated Number of Volunteers:	100
Anticipated Attendance (not including volunteers/staff):	11,000 (Total for all four (4) nights)

**PART 3: CRITERIA**

Were you funded in 2018-2019? Circle one: Yes/No

How much have you received in previous grants (list year/award amount)?

\$25,000 (2018-2019), \$25,000.00 (2017-2018), \$20,000.00 (2016-2017)

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How many times has your event occurred? Please list years of previous events.

If new, just indicate "new":

~~2020 will be the 72nd Consecutive Year.~~

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1. Define/Describe the overall project/event (what is happening at the event?):  
Three (3) night Open Show Rodeo, One (1) night Kids Rodeo. Events include rough stock and timed events. Wooly Riding and Steer Riding Finals. Trick Rider Performances the nights of the open show rodeo. Rough Stock ride off on Saturday night.

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2. Please include a specific schedule of events here or attached with your application.  
Please see attached page

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3. Who is your target audience for your event and advertising (who do you want to attend?)  
Our target audience is everyone regardless of age. Rodeo contestants ages 6 and up.

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4. Describe the regions/cities in which you plan to market your event outside of Gallup?  
The Four Corners and the greater Southwest. Outside of this we also advertise in TX, OK, WY

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5. Describe your event assessment/evaluation plans: how are you counting your participants, where they are from, their hotel stays, and how you plan to share that assessment with the City:  
Attendance tracked through advanced ticket sales, gate receipts. Also, nightly surveys.

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**PLAN FOR GRANT AMOUNT REQUESTED**

Fill out this chart with your spending plan and the costs for these items. Note: **The items listed within this budget are the only reimbursable items after funds are awarded.** Modifications to your plan may only take place with regards to variation in dates of publication. Items not listed within the application at the time of approval will not be reimbursed. The Lodgers Tax Committee reserves the right to deny funding of specific items within this budget during their recommendation to City Council. You may attach a separate sheet in lieu of filling out this page. Remember that you must include artwork for all promotional items at the time of application.

Advertising/Promotion Company/Provider	Type of Ad/Promotion <i>(must include artwork with application for promotional items)</i>	Date of Publication or Item purchase	Cost
Pleas see attached page			
<b>GRAND TOTAL OF ADVERTISING PLAN (Must match request on page 4)</b>			

**GALLUP LIONS CLUB  
72<sup>nd</sup> ANNUAL RODEO  
JUNE 17 - 20, 2020  
ADVERTISEMENT BREAKDOWN (PAGE 6)**

DESCRIPTION	EVENT	DATES	BUDGET
Photographer	Open Show	06-17-20 to 06-20-20	500.00
Advertisement – Radio Lubbock, TX	Open Show	05-27-20 to 06-19-20	1,000.00
Advertisement – Radio Laramie, WY	Open Show	05-27-20 to 06-19-20	1,000.00
Advertisement – Radio Amarillo, TX	Open Show	05-27-20 to 06-19-20	1,000.00
Advertisement – Radio KAFF Flagstaff, AZ	Young Gun Series	03-11-20 to 04-19-20	125.00
Advertisement – Radio KAFF Flagstaff, AZ	Wooly Riding Series	04-08-20 to 05-17-20	125.00
Advertisement – Radio KAFF Flagstaff, AZ	Open Show	05-27-20 to 06-14-20	1,300.00
Advertisement – Radio Millennium Media Gallup, NM	Young Gun Series	03-11-20 to 04-19-20	400.00
Advertisement – Radio Millennium Media Gallup, NM	Wooly Riding Series	04-08-20 to 05-17-20	400.00
Advertisement – Radio Millennium Media Gallup, NM	Youth Rodeo Open Show	05-27-20 to 06-17-20	1,100.00
Advertisement – Radio IHeart Farmington. NM	Young Gun Series	03-11-20 to 04-19-20	990.00
Advertisement – Radio IHeart Farmington. NM	Wooly Riding Series	04-08-20 to 05-17-20	990.00
Advertisement – Radio IHeart Farmington. NM	Open Show	05-27-20 to 06-19-20	990.00
Advertisement – Radio IHeart Gallup, NM	Young Gun Series	03-11-20 to 04-19-20	475.00
Advertisement – Radio IHeart Gallup, NM	Wooly Riding Series	04-08-20 to 05-17-20	475.00
Advertisement – Radio IHeart Gallup, NM	Youth Rodeo Open Show	05-27-20 to 06-14-20	475.00
Advertisement – Radio KGAK Gallup, NM	Young Gun Series	03-11-20 to 04-19-20	935.00
Advertisement – Radio KGAK Gallup, NM	Wooly Riding Series	04-08-20 to 05-17-20	935.00
Advertisement – Radio KGAK Gallup, NM	Youth Rodeo Open Show	05-27-20 to 06-17-20	935.00
Advertisement – Radio KJKE Oklahoma City, OK	Open Show	05-27-20 to 06-19-20	1,000.00

Advertisement – Radio KXXX Oklahoma City, OK	Open Show	05-27-20 to 06-19-20	1,000.00
Advertisement – TV KOB Farmington & Alb. NM	Open Show	05-27-20 to 06-19-20	3,330.00
Advertisement – Print Journey Gallup, NM	Open Show	June Issue	500.00
Advertisement – Print Rodeo News	Open Show	May Issue	750.00
Advertisement – Print Lions Club State Convention Booklet	Open Show	June Issue	100.00
Advertisement – Print Gallup Chamber Visitor Guide	Kids and Open Show		1,500.00
Printing The UPS Store	Open Show Programs		4,000.00
Printing – Set Up	Open Show Programs		600.00
Printing The UPS Store	Open Show Posters & Flyers		4,350.00
Sponsor Jackets	Open Show		1,500.00
Buckles	Open Show		4,500.00
Shirts, Caps and Visors	Open Show		2,000.00
<b>TOTAL</b>			<b>\$39,280.00</b>

## EVENT BUDGET

Fill this out or attach your own version of this page, but an event budget is required. Be sure to include such expenses as site rentals, staff, equipment, operations, etc. Advertising should have a line item in this budget as well.

Expense	Estimated Cost
Please see attached page	
<b>TOTAL OF EVENT EXPENSES:</b>	

# GALLUP LIONS CLUB 72<sup>nd</sup> ANNUAL RODEO JUNE 17 – 20, 2020

INCOME	AMOUNT	EXPENSE	AMOUNT
Sponsor	51,000.00	Advertising – Photo	500.00
Lodgers Tax	25,000.00	Advertising – Radio	15,000.00
In-Kind	25,000.00	Advertising – Print	2,850.00
Tickets (Gate)	15,000.00	Advertising – TV	5,000.00
Tickets (Advance)	21,000.00	Stock Contractor	22,000.00
Parking	7,000.00	Stock Charge	7,000.00
Entry Fees	75,000.00	Feed/Hay	3,000.00
Merchandise Sold	1,000.00	Trick Rider	1,200.00
		Printing (All)	10,000.00
		Security	7,000.00
		Ambulance	1,000.00
		Clown	3,500.00
		Announcer	3,000.00
		Judges/Timers	2,500.00
		Hotel Rooms	3,000.00
		Community Service Fund	24,000.00
		Lion City Food	2,050.00
		Picnic and Awards	1,000.00
		Jackets and Buckles	6,000.00
		Office Supplies	850.00
		Postage	950.00
		Youth Rodeo	2,500.00
		Prize Money Replenishment	13,500.00
		Open Show Prize Money	70,000.00
		Rodeo Start up for 2021	7,500.00
		Program Set Up	600.00
		Rodeo Secretary	2,500.00
		Merchandise	2,000.00
<b>TOTAL</b>	<b>\$220,000.00</b>	<b>TOTAL</b>	<b>\$220,000.00</b>

Prepared By: Renee Swingle – Rodeo Chairman

**PART 4: FINANCIAL DISCLOSURE CHECKLIST** As per the attached City Ordinance, all applicants for Lodgers' Tax funds must submit the following information:

- Completed Advertising Plan and Event Budgets for Event/Special Activity/Project
- 2019 Updated IRS Form W-9 Request for Taxpayer Identification Number and Certification

**PART 6: ASSURANCES AND CERTIFICATIONS**

I/We certify that I/we am/are authorized to act on behalf of the organization making this application and that the statements herein are complete and accurate to the best of my knowledge. If funded, we will keep a clear and accurate accounting of how the funds were used. We will evaluate the use of funds as required and approved by the City of Gallup, and will deliver an evaluation report to the City no more than (60) days after the event or project completion.

Print your name and title: Renee Swingle - Rodeo Chairman

Signature: *Renee Swingle*

Date: 01-01-20

**Part 7: LODGERS' TAX PROPOSAL LETTER OF TRANSMITTAL**

The undersigned certifies that they have read and understand the above general conditions and that they accept these condition and submit the attached proposal in full compliance with these conditions and the applicable proposal specifications. In submitting this proposal, the offeror represents that the offeror has familiarized themselves with the nature and extent of the request for proposals dealing with Federal, State, and Local requirements which are a part of these request for proposals. The offeror will comply with all applicable federal and state laws, local ordinances, and the rules and regulations of all authorities having jurisdiction over the services being proposed.

Evaluations and financial statements are a requirement of the proposal and must be submitted in a timely manner, but no later than sixty (60) days after the event or project is completed. Failure to submit appropriate reimbursement materials and accurate evaluation statements may jeopardize future awards.

NAME OF FIRM ON W9 Lions Club of Gallup, NM  
AUTHORIZED SIGNATURE *Renee Swingle*  
NAME PRINTED OR TYPED Renee Swingle  
TITLE/POSITION Rodeo Chairman  
DATE: 01-01-20

ADDRESS: P.O. Box 144 CITY, STATE, ZIP CODE: Gallup, NM 87305-0144

TELEPHONE #: 505-870-2920 FAX #: 505-722-6019 E-MAIL: rswingle@camcohvace.net



**2019-2020 LODGERS' TAX GRANT ADVERTISING AGREEMENT**

*Fill out the top portion (not the amount awarded) and organization agreement. A signed copy will be returned to you pending approval of a grant.*

The undersigned has been awarded Lodgers' Tax by the City of Gallup to promote the following event in the City of Gallup, New Mexico:

NAME OF EVENT: 72nd Annual Gallup Lions Club Rodeo

ENTITY PUTTING ON EVENT: Gallup Lions Club

Mailing Address: P.O. Box 144, Gallup, NM 87305-0144

DATES OF EVENT: June 17th - 20th, 2019

AMOUNT AWARDED (to be filled out by City of Gallup): \_\_\_\_\_

The undersigned understands and agrees that the Lodgers' Tax awarded by the City of Gallup can only be used for advertising, publicizing, promoting and marketing of the above named event and agrees to use GallupRealTrue logos in their materials.

The undersigned further understands and agrees that the Lodgers' Tax funds awarded will not be advanced by the City of Gallup, but that upon presentment of PAID RECEIPTS with proof of payment and appropriate artwork/proofs/copy by undersigned to the City of Gallup, the City of Gallup will reimburse undersigned for the advertising, publicizing, promoting and/or marketing expenses incurred.

CONTACT PERSON FOR EVENT: Renee Swingle

PHONE NUMBER: 505-870-2920 EMAIL: rswingle@camcohvac.net

**THIS AGREEMENT** entered into the last dated signature set out below.

ORGANIZATION: Gallup Lions Club

SIGNATURE: Renee Swingle Date: 01-01-20

PRINTED NAME: Renee Swingle

CITY OF GALLUP:

By: \_\_\_\_\_  
110 West Aztec, Gallup, NM 87301 (505) 863-1227

Date: \_\_\_\_\_

**72<sup>nd</sup> Annal Gallup Lions Club Rodeo  
Schedule of Events Attachment  
Page 5, Section 2**

**June 17<sup>th</sup> Kids Rodeo (Ages 6 – 17)**

- 17 Events (Including Family Team Roping)
- Fruit Scramble

**June 18<sup>th</sup> Open Show Rodeo**

- Pre-Rodeo Game for children
- 12 Events
- 2 Events of Wooly Riding and Steer Riding Finals
- Trick Rider Performance
- Funny Man Clown Performance
- Calf Dressing

**June 19<sup>th</sup> Open Show Rodeo**

- Slack at 9:00 am
- Pre-Rodeo Game for children
- 12 Events
- 2 Events of Wooly Riding and Steer Riding Finals
- Trick Rider Performance
- Funny Man Clown Performance
- Calf Dressing

**June 20<sup>th</sup> Open Show Rodeo**

- Pre-Rodeo Game for children
- 12 Events
- 2 Events of Wooly Riding and Steer Riding Finals
- Trick Rider Performance
- Funny Man Clown Performance
- Calf Dressing
- Award Presentation for Wooly Riding and Steer Riding Finals
- Presentation to Legends of the Past, Present and Future
- Rough Stock Ride Off for Bull Riding, Saddle Bronc and Bareback



# 71st Annual Gallup Lions Club Rodeo



Current Legend - Brandy Klein-Sanchez

## June 12-15th, 2019

[www.galluplions.com](http://www.galluplions.com)

GALLUP *Real* TRU



# 71st Annual Gallup Lions Club Rodeo



See  
Amazing  
Feats of  
Skill

SAVE  
THE  
DATE

## Trick Riders

# June 12-15th, 2019

[www.galluplions.com](http://www.galluplions.com)

GALLUP *Real* TRU



**72<sup>ND</sup> ANNUAL GALLUP LIONS CLUB RODEO  
P.O. BOX 144  
GALLUP, NM 87305-0144**



**Rodeo Application**

This is the 72<sup>nd</sup> year that the Gallup Lions Club has sponsored the annual Rodeo. Our Rodeo is the largest amateur rodeo in the Southwest. We kick it off with the WRC (Wooly Riding Championship) Series and the YGSR (Young Gun Steer Riding) Series in April and May that culminate with the winners competing at our Open Show Rodeo in June. We have our Open Show Rodeo the weekend of Father's Day each year. This includes the Youth Rodeo on Wednesday evening, followed by the Open Show Timed Events and Rough Stock Performances Thursday, Friday and Saturday night, with slack being run on Friday morning. Each nightly performance includes a Calf Dressing competition. This is a very big crowd pleaser. Trick Rider performances will be returning this year. The two trick riders will be coming all the way from Missouri. The Open Show Rodeo will offer a nightly game for the children before the rodeo begins. Each child that participates will be awarded a prize.

Our announcer, Kyle Tom, is well-known in the Southwest Rodeo Circuit. Every rodeo he works, he announces the dates of our Rodeo. We have advertised in the Rodeo News Magazine which targets the specific rodeo crowd. Two years ago, we added television spots in Farmington and Albuquerque. We advertise with iHeart Media, both locally and in Farmington. We also advertise in Lubbock TX, Amarillo TX, Laramie WY, Flagstaff AZ, and Oklahoma City OK. New to our advertising this year we added the Gallup Chamber Visitor Guide with printing of 55,000 books.

Our major sponsors, stock contractors, judges and bullfighters have jackets and shirts advertising the Gallup Lions Club Rodeo. Since they travel, our Rodeo is advertised all over the Southwest Rodeo Circuit. This year our rodeo will be co-sanction with NMRA (New Mexico Rodeo Association) and NSPRA (National Senior Pro Rodeo Association) which attracts more contestants.

As A Lion Club, all funds received from the public will be returned to the community. We do this through the Community Service Fund (our General Fund). A few of the projects we have contributed to in the past are the Lions Eye Foundation (\$500), Lions Eye Bank (\$500), Charity Invitational (\$750), TDFL (\$500), Kids Back Pack Program through the Community Pantry (\$2500), Coats for Kids (\$500), Boys and Girls Club (\$500), Big Brothers Big Sisters (\$500) and proudly purchased the Score Board at the Public School Stadium (\$20,000). Additionally, we have also provided many services to the community including serving hot dogs at various events such as National Night Out, The Emergency Management Feed, Fun Day at the park – totaling about 4000 hotdogs and serving over 1000 hamburgers at the local TDFL Tournament. We proudly put up flags for the Freedom Run and Run for the Wall.

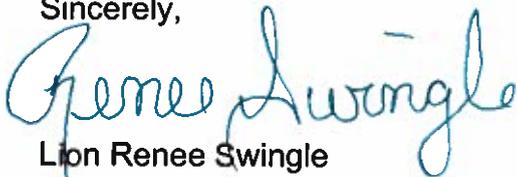
We screen over 200 children per year at Gallup and Grants Head Start Programs and will be expanding these screening into the Gallup-McKinley County Schools through NMLOKS (New Mexico Lions Operation Kid Sight).

Lions Club International is the largest Service Organization in the world. As you can see the local Gallup Lions Club is very service-oriented. These activities are only possible through the sponsorship we receive from our various fundraisers. Therefore, we are asking that you consider a \$25,000 sponsorship for our upcoming rodeo. We will gladly put your logo on all our advertisements and T-Shirts.

We are enclosing the required application for the 2019-2020 FY, a copy of our budget and a current W-9. We have also attached a copy of last years flyers "Save The Date". This year "Save The Date" are being printed as of this moment. Within the next week current posters and flyers will be distributed and hung throughout New Mexico, Colorado and Arizona.

Thank you in advance for your time and consideration of this application. If you have any questions, please feel free to contact myself, Lion Renee Swingle, Rodeo Chairman at (505) 870-2920 or Lion Linda Hite, Rodeo Treasurer at (505) 862-1962.

Sincerely,



Lion Renee Swingle  
Rodeo Chairman

## Lodgers Tax Committee Meeting on January 20, 2020

### A. Roll Call

Jason Arsenault, Cindy Tanner, Ken Riege, Anna Connell.

Not present: Jeremy Boucher

Minutes kept by Jennifer Lazarz

### B. Approval of Minutes

- a. **Motion: Cindy**
- b. **Second: Jason**
- c. **All in favor**

### C. Review of Applications

- a. **Lions Club Rodeo-** Cindy, I don't know why we'd change anything on this. We appreciate and love the event. It means a lot that you are planning far in advance and gives the community time to allocate funds. You start early and you follow through.
  - i. **Motion: anna motions to approve the \$25,000 request**
  - ii. **Second: Ken**
  - iii. **All in favor**
- b. **Lions Club Multi-District Convention-** New Event- Linda Hite- the multi-district goes to all the districts in the state of New Mexico and eastern Az. It is Gallup's 75<sup>th</sup> year of being a lions club. The last time we hosted was around 2010-11 sometime. This is their annual conference where they elect officials, meet on priorities, etc. They arrive on Thursday and leave on Sunday. The Theme is "Get your lions kick on Route 66' Lions started in Chicago, route 66 starts in Chicago, etc.
  - i. Cindy: what is the annual attendance: them: 130, not including speakers/guests
  - ii. Cindy: For those conventions- do you have people who bring motor homes, or do they stay in hotels? Most are in the hotels, only 2-3 have requested to bring their motor homes. They are using the El Rancho and the Fairfield because they are both on Route 66.
  - iii. Cindy: How many are you hoping for? We are shooting for 150, most members bring their spouse as well. That's just the lions, not including their spouse in that number.
  - iv. Cindy: when do they have to register: they can save money by pre-registering, and at present there are over 40 people registered.
  - v. Linda shows the pen and the pin, and the polo shirts that have Gallup Real True on the sleeve. We also have come across a video of a 1953 lions club parade. We are working with Trail 77 to merge that together with a video they are making so we can sell it. There are meetings in Chicago, ABQ and Singapore where people will be wearing the shirts. Next year its in India.
  - vi. Linda: Hershey Miyamura will be one of our Guest speakers at one of the lunches.
  - vii. Ken: are they going to tour the hotel? Hershey has requested it. They are going to add it to the optional tours date. They will coordinate a time with Ken.
  - viii. Cindy: Zoni Gorman is the foremost authority on the Code Talkers, I recommend you speak with her about possibly coming and speaking. Cindy will provide contact information.
  - ix. Jason: tell me about the self tours: Jennifer will be working with them.

**Motion: Anna moves to approve the full request of 4K**

**Second: Cindy**

**All in Favor**

- c. **Manuelito Children's Home 5K-** this will be their 9<sup>th</sup> Annual 5k. This year's main difference is we are going to hit the social media heavier. He's hired someone who can do it for him. We are considering waving entry fees completely. We've had 25, we've had online pre-registrations. A lot of people hesitate to pre-register because the weather has been so unpredictable. He's still looking at doing pre-registration but having an incentive for the first hundred to register but not having a cost in order to get more people there. If they do that- how do they raise money? They get sponsors for the event and that's how we primarily make money on the event. The actual entry fee is about 10 percent of what we make from the sponsors.
  - i. Cindy :where are you advertising besides social media? Primarily print- Gallup Journey, Gallup Independent & sun, Navajo Times. It's very local. Jim: there are a lot of people willing to travel to run. We use the Gallup Sportscomplex which is a challenging course.
  - ii. Jason: last year there were 400 runners? No, it's 400 attendees, a lot of people bring family
  - iii. Jennifer recommends- send postcards or posters to the running shops in Flagstaff, Farmington and Albuquerque. It's only about 6 businesses.
  - iv. Anna: are there only events or booths after the run? Something that causes them to linger? Jim- no, its pretty early so we keep it pretty much to the run.
  - v. Cindy- Jennifer, what is going on that weekend? Jennifer- Rodeo, parade, nightly dances.
  - vi. Jim, we believe we have about 80 participants.
  - vii. Anna- I think along with Jenn's suggestion- ask if the other running stores can post it on their social media. People follow and like those pages. Social media can be a game changer.
  - viii. Jason- somehow, we need to figure out how to get more people involved. Jim: part of the reason we do early is so that they can come in the night before.
  - ix. Anna- is there a way you can do a Sunday night bib & shirt pick up? It makes a weekend out of it. That might be an incentive. Jason and Cindy agree- it lets them know more about the community.
  - x. Jim- I agree. Part of promoting Gallup is making sure we run an efficient event, that's it's a class event. I hate when I go to events and they suck. Jennifer discussed with Jim ways she can help too.
  - xi. Motion: Anna motions to approve the 5K ask**
  - xii. Second: Ken**

**All in Favor**
- D. **Strategic Plan Discussion-** Jennifer went over last year's strategic plan, and gave an update of what has been completed and what is still on-going.
- E. **Strategic Plan Action-** Jennifer proposed changes to the FY20-21 Lodgers Tax plan. These include a continuation of the kiosks task, removal of the digital guides, and adding both researching the potential for a Route 66 sign grant program or something to assist property

owners with redoing or creating Route 66 attractions and the addition of a website and logo overhaul for 2021 since it has been 5 years since the brand launched. She is requesting the committee's approval for a Gallup Real True logo that has a visual component that can be integrated into community signage.

- a. The committee agreed that the cost of digital guides doesn't align with the other facets we are working on and liked the update.
- b. Motion to approve Jennifer's recommendations: Anna**
- c. Second: Ken**
- d. All voted in favor.**

**F. Application, Funding Structure, Guidelines- the committee reviewed the current application and its guidelines. The only changes discussed were as followed:**

- a. First time events that are one day can qualify for a max of up to \$2,500 (suggested by Cindy) and multi-day first time events can qualify for a max of up to \$5,000 (suggested by Anna). Anna and Cindy then discussed adding time requirements to encourage a hotel stay. They recommended one day events must start before 9 am (to encourage a stay the night before) OR end after 8pm (to encourage a stay the night of the event).
- b. Motion: Anna motioned to approve adding the first-time events qualifications listed above as well as the event starting before 9 am OR ending after 8pm in order to qualify. She also motions for no changes to the application itself outside this.**
- c. Second: Ken**
- d. All voted in Favor**

**G. Review of Event Evaluations to Date**

- a. The committee discussed that in the future they request the attendance numbers and award amounts be broken out from the master spreadsheet because it is hard to read, and that those numbers are given to them with each application as they look at it.
- b. The committee also discussed that they would like to receive hard copies of all the materials for meetings a minimum of 72 hours in advance, instead of the digital that they are currently receiving within the appropriate time frame. Jennifer said she is happy to oblige on all requests.
- c. The committee read each of the year's event evaluations and found some discrepancies:
  - i. The form Knifewing submitted is different from the outside contractor's assessment.
  - ii. Mario Estrada Softball Tournament estimated their numbers at an average party size of 6 which is substantially above industry standard. The number has been adjusted for our records to party size of 3 due to vehicle restrictions.
  - iii. It was shocking that the women's softball tournament had so few people from out of town based on how they are continually funded.
  - iv. The committee discussed that they will be looking for the following moving forward: how an event transparently tracks its data, how they determine their numbers, whether the event is shrinking or growing, and the length of the event.
- d. The committee members recommended after reviewing the applications that next year they want to see the following events evaluated by an outside vendor: Sacred Heart Spanish Market, Walt Eddy's larger roping event, the Mario Estrada Softball

Tournament, and Gallup Inter-tribal Indian Ceremonial. They have left it to Jennifer's discretion to discuss with her managers and finalize who gets evaluated.

- H. **Event Evaluation Form Discussion and Approval**- The committee wishes there was a local company proficient at event evaluations because they want to know more hotel stay numbers. Jennifer discussed that this year she will discuss with each event that if they come up with a cohesive and efficient way of collecting emails during their event that she will do an online survey since the City has a Survey Monkey account and can collect more data in that capacity. Ken and Cindy discussed that the current evaluation form meets the needs for the time being since it is a big ask to try to get events to collect large amounts of data independently. Jennifer mentioned that since the committee recommended an evaluation of Walt's events that can assess hotel stays that she will ask him to give her the contestant emails to conduct a survey so he doesn't have to try to survey them himself and Anna and Cindy thought this was a good idea.
  - a. **Cindy motioned to approve the evaluation form with no changes from last year's version**
  - b. **Second: Ken**
  - c. **All in favor**
- I. Cindy Motion to Adjourn
- J. Ken Second, all in favor.

Event Name	Event Date	Total Budget	REQUEST	% of Budget	Committee
Freedom Ride Flight and Cruise	July 26-28, 2019	\$ 21,532.78	\$ 17,891.09	83%	\$ 17,891.09
Red Rock Desert 100 Motorcross	September 13-15, 2019	\$ 20,700.00	\$ 12,500.00	60%	\$ 12,500.00
Gallup Inter-Tribal Indian Ceremonial	August 2-11, 2019	\$ 512,540.00	\$ 50,000.00	10%	\$ 50,000.00
Four Corners Invitational TDFL Tournament	October 26-27, 2019	\$ 30,000.00	\$ 20,000.00	67%	\$ 20,000.00
Wildthing Championship Bull Riding	July 12-13, 2019	\$ 116,500.00	\$ 35,000.00	30%	\$ 35,000.00
Friends of Hubbell- Fall Native Art Auction	28-Sep-19	\$ 77,410.00	\$ 4,450.00	6%	\$ 4,100.00
Tri-State Firefighters Convention	August 1-3, 2019	\$ 39,367.50	\$ 8,596.49	22%	\$ 5,000.00
Kicker Arenacross	July 19-20, 2019	\$ 67,980.00	\$ 18,600.00	27%	\$ 14,000.00
Squashblossom Classic	September 13-15, 2019	\$ 23,650.00	\$ 9,866.00	42%	CANCELLED
Mario Estrada Softball Tournament	July 12-14, 2019	\$ 14,600.00	\$ 8,650.00	59%	\$ 5,000.00
Gallup Film Festival	September 12-14, 2019	\$ 36,153.07	\$ 22,422.26	62%	\$ 16,000.00
Gallup Seniors 50/60 Softball Tournament	August 30-September 1, 2019	\$ 9,529.26	\$ 7,905.70	83%	\$ 5,000.00
Gloria Saucedo 40 Women's Wooden Bat	August 30-September 1, 2019	\$ 3,070.16	\$ 2,379.89	77.52%	\$ 2,379.89
24 Hours in the Enchanted Forest	June 6 or June 13, 2020	\$ 45,000.00	\$ 10,000.00	23.00%	\$ 6,300.00
Friends of Hubbell- Spring Native Art Auction	2-May-20	\$ 92,500.00	\$ 4,100.00	5.00%	\$ 4,100.00
Red Rock Balloon Rally	December 5-8, 2020	\$ 75,875.00	\$ 37,500.00	50.00%	\$ 37,500.00
Arizona Interscholastic Cycling League	Several	\$ 20,388.00	\$ 12,488.00	62.00%	COUNCIL DEC
Race at the Rocks	31-May-20	\$ 11,230.00	\$ 6,000.00	53.43%	withdrawn
Red Rock Classic	June 5-7, 2020	\$ 54,600.00	\$ 8,500.00	15.57%	\$ 8,500.00
Spitfire & Red Rock Invitational	June 22-23, 2020	\$ 15,500.00	\$ 4,000.00	25.81%	\$ 3,100.00
Red Rock Trailer Roping	28-Jun-20	\$ 16,850.00	\$ 4,000.00	23.74%	\$ 4,000.00
Lions Club 72nd Annual Rodeo	June 17-20,2020	\$ 220,000.00	\$ 25,000.00	11.36%	\$25,000
Lions Club State Meeting	May 1-2, 2020	\$ 12,700.00	\$ 4,000.00	31.50%	\$4,000
Manuelito Children's 5k	25-May-20	\$ 6,145.00	\$ 5,000.00	81.37%	\$5,000
\$ 338,849.43					\$ 284,370.98
Available FY20					\$ 300,000.00
					\$ 15,629.02

**Applications Not Received for FY20:**

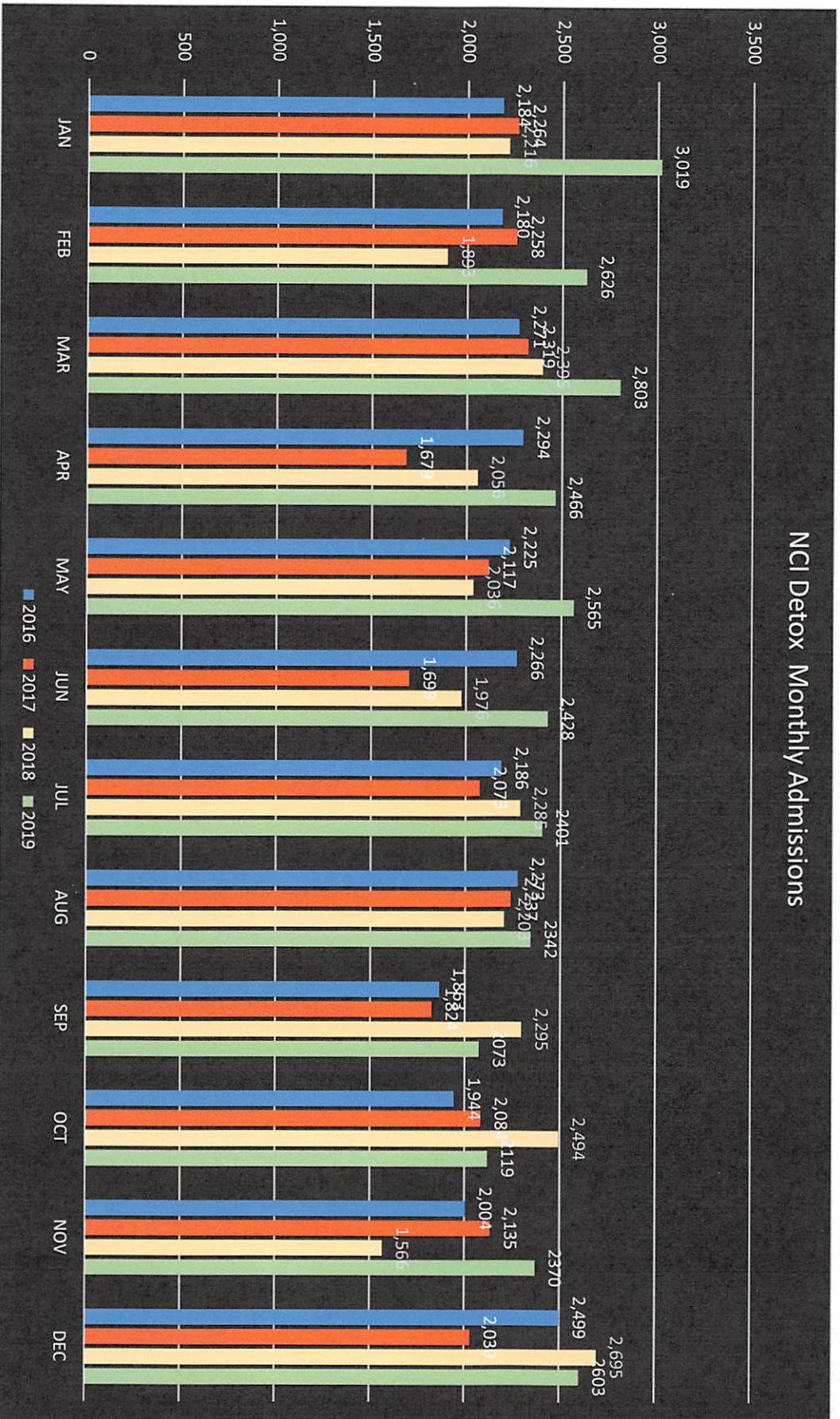
Adventure Guide, Spanish Market, Spring Smash

Amount Requested on 1/20/2020 is \$34,000

NCI 2016 to 2019

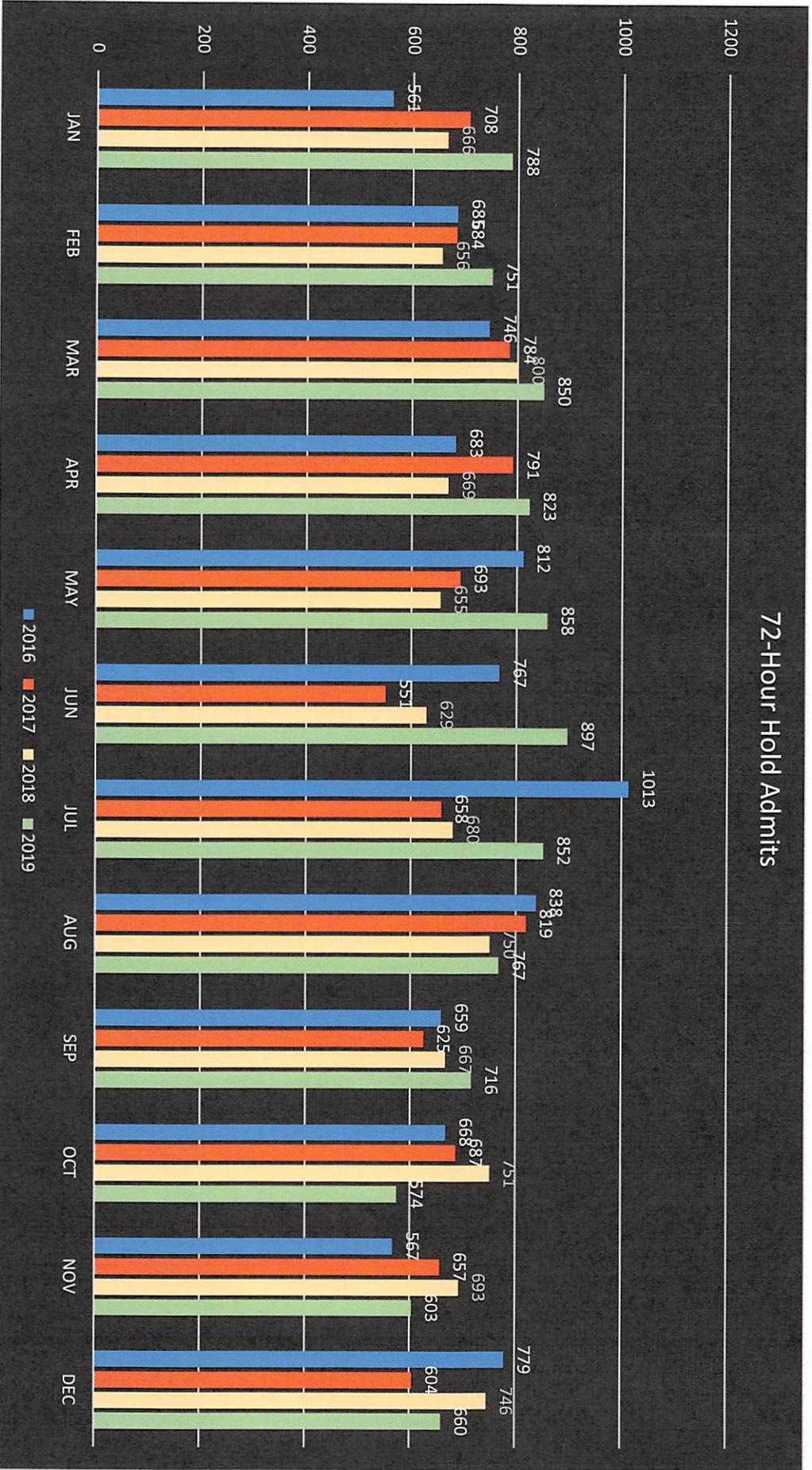
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2016	2,184	2,180	2,271	2,294	2,225	2,266	2,186	2,273	1,863	1,944	2,004	2,499	26,189
2017	2,264	2,258	2,319	1,679	2,117	1,699	2,073	2,237	1,824	2,084	2,135	2,030	24,719
2018	2,216	1,893	2,395	2,056	2,036	1,976	2,285	2,203	2,295	2,494	1,566	2,695	26,110
2019	3,019	2,626	2,803	2,466	2,565	2,428	2,401	2,342	2,073	2,119	2,370	2,603	29,815

NCI Detox Monthly Admissions



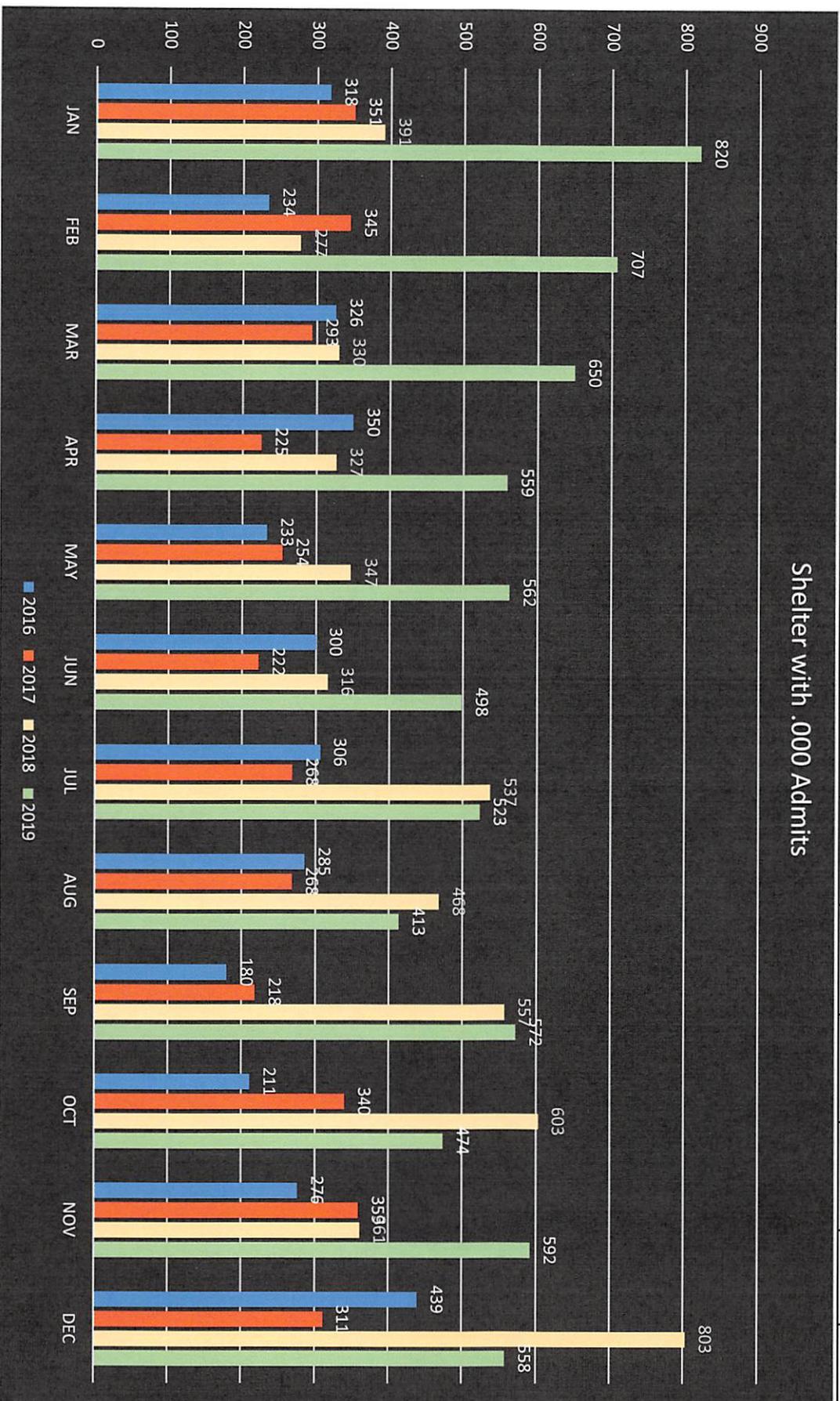
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2016	561	685	746	683	812	767	1013	838	659	668	567	779	8,778
2017	708	684	784	791	693	551	658	819	625	687	657	604	8,261
2018	666	656	800	669	655	629	680	750	667	751	693	746	8,362
2019	788	751	850	823	858	897	852	767	716	574	603	660	9,139

### 72-Hour Hold Admits



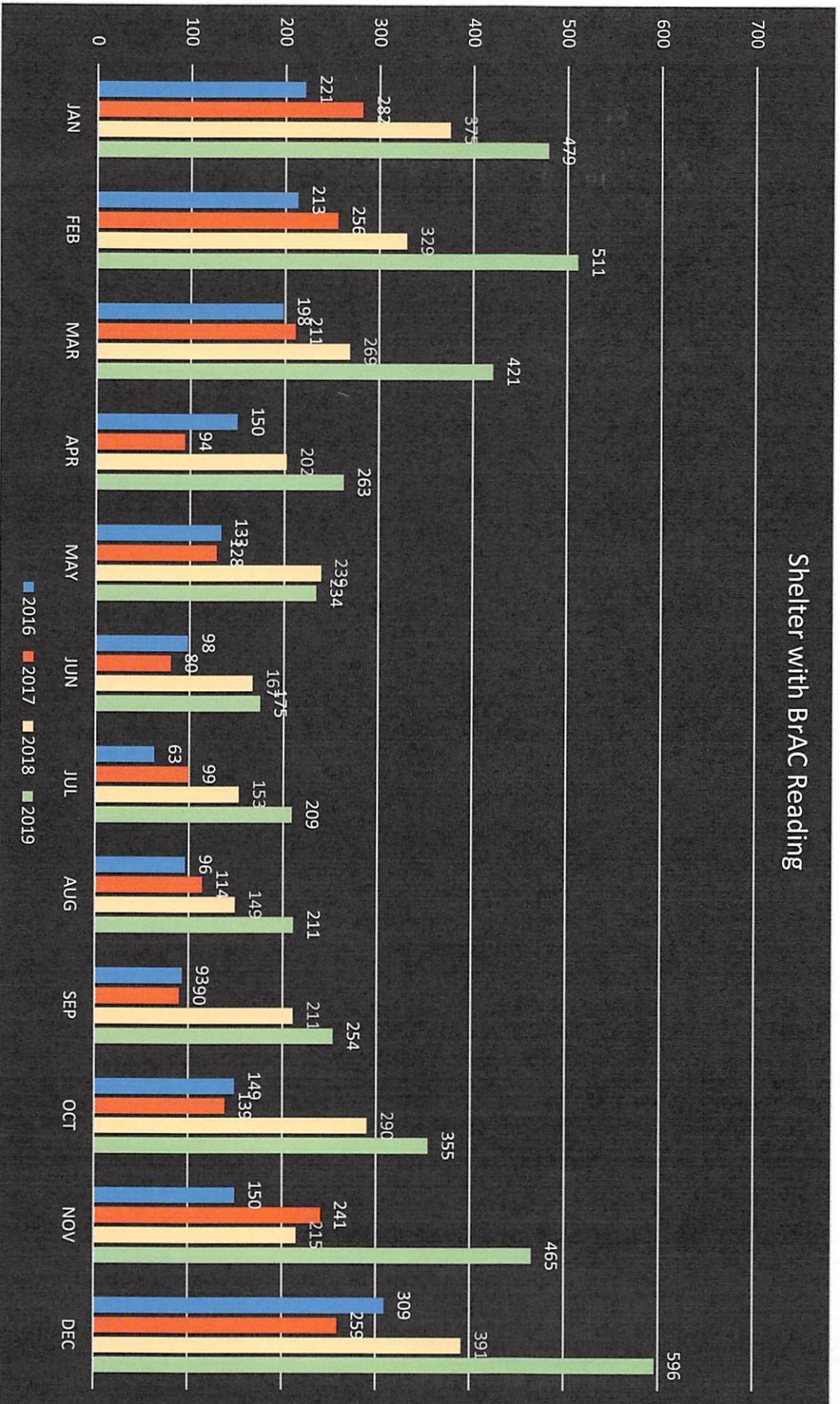
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2016	318	234	326	350	233	300	306	285	180	211	276	439	3,458
2017	351	345	293	225	254	222	268	268	218	340	359	311	3,454
2018	391	277	330	327	347	316	537	468	557	603	361	803	5,317
2019	820	707	650	559	562	498	523	413	572	474	592	558	6,928

Shelter with .000 Admits



Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2016	221	213	198	150	133	98	63	96	93	149	150	309	1,873
2017	282	256	211	94	128	80	99	114	90	139	241	259	1,993
2018	375	329	269	202	239	167	153	149	211	290	215	391	2,990
2019	479	511	421	263	234	175	209	211	254	355	465	596	4,173

Shelter with BRAC Reading



**2019-2020**



**Strategic Plan**

**Tracking Sheet**



City Manager
Legal
Assistant City Manager
Community Services
Finance
Information Technology
Human Resources
Planning & Zoning
Police
Parks & Recreation
Public Works
Tourism & Marketing
Water & Sanitation (Utilities)
Electric
Fire
Vehicle Shop/Facilities
Library
BHIZ Mgr.
Mayor
City Clerk
Purchasing

GOAL 1: GROW THE LOCAL ECONOMY		Tourism & Marketing
ACTION: SIGNAGE/WAYFINDING SIGNS: DESIGN, LOCATIONS AND FUNDING		
KEY ISSUES: ATTRACTION, POINT OF INTEREST, COLLABORATION WITH MAIN STREET FOR DOWNTOWN		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
A. Downtown: 1.) Complete assessment of Downtown signage-Main Street	5/20	
2.) Develop Downtown Brand	6/20	
3.) Prepare Report	6/20	
4.) Presentation: Report and Direction	7/20	
B. Citywide [On the Horizon]		
ACTION: GROW THE CITY-CITY ECONOMIC DEVELOPMENT FRAMEWORK: ROLE, INCENTIVES AND RECRUITMENT		City Manager
KEY ISSUES: ECONOMIC DEVELOPMENT GOAL(S), CITY ROLE, CONTRACTOR'S ROLE, TARGETED BUSINESSES, CITY INCENTIVES, RETAIL VS. MANUFACTURING, FUNDING LEVEL, LOCATION: WITHIN CITY LIMITS		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Review response to RFP	Completed	
2.) Council Decision: Award Contract for Economic Development Services	Completed	
3.) Work to expand economic development Services	On-going	
ACTION: WESTSIDE BUSINESS ANCHOR ATTRACTION		City Manager
KEY ISSUES: GOALS, CITY'S ROLE, ECONOMIC DEVELOPMENT CONTRACTOR'S ROLE, TYPES OF BUSINESS, POTENTIAL HOSPITAL		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Request Economic Development Service Provider to submit plan with act	On-going	
2.) Report: Plan, Activities Update	9/20	Annual Report

ACTION: ROUTE 66 MARKETING PLAN: PARTICIPATION		Tourism & Marketing
KEY ISSUES: PROMOTION, PARTNERS, BRANDING, GALLUP RECOGNITION: ON U.S. ROUTE 66		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Complete research for outside funding- U.S. 66 project	Completed	
2.) Research Gallup assets-Route 66	On-going	
ACTION: TOURISM STRATEGIC PLAN: DIRECTION		Tourism & Marketing
KEY ISSUES: ACTIVITES, GOALS, PRIORITIES, MAYOR-COUNCIL'S ROLE, LODGER TAX COMMITTEE'S ROLE, SHORT TERM ACTION, COMMUNICATIONS- COMMITTEE AND MAYOR-CITY COUNCIL		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Lodger Tax Committee to review Strategic Plan	Completed	
2.) Presentation: Plan Update	4/20	
ACTION: HERITAGE/CULTURAL TOURISM STRATEGY		Tourism & Marketing
KEY ISSUES: MARKETING APPROACH, UNDERSTANDING THE IMPACTS		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Presenting at Group Tour Operators	6/20	
2.) Update photography/videography for cultural events	Completed	
ACTION: CEREMONIAL EVENTS: CONTRACT FOR DELIVERABLES		Tourism & Marketing
KEY ISSUES: CITY'S ROLE AND PARTICIPATION, FUNDING LEVEL DELIVERABLES		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Finalize contract with deliverables	Completed	
2.) Decision: Contract for Ceremonial event	Completed	
3.) Conduct Ceremonial event	Completed	
4.) Report: Economic Analysis of Ceremonial event (and State of New Mexico)	N/A	

ACTION: INDIAN NATIVE ARTS MARKET EXPANSION		Tourism & Marketing
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Finalize expansion activities	Completed	
2.) Conduct Market event	Completed	
3.) Report: Follow Up/Update	4/20	
ACTION: AIR SERVICE ATTRACTION: ADVOCACY AND FOLLOW UP		Legal
KEY ISSUES: LOSS OF AIR CARRIER DESIGNATION, ESSENTIAL AIR SERVICE, TYPE OF AIR SERVICE, FREQUENCY OF FLIGHTS		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Decision: Resolution	Completed	
2.) Work with Congressmen/Lobbyist	On-going	
3.) Report: Update	On-going	
⇒ <b>Major Projects 2019-2020</b>		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Airport Taxi Way: Design	6/20	PW
2. Campgrounds Electric Pedestals Replacement	Completed	
3. Airport Parking Lot Reconstruction	6/20	PW
4. Convention Center Upgrades		
a. Boiler Replacement	Completed	
b. Roof Repairs	5/20	Design
c. Lobby and Restrooms Remodel	Completed	

<b>GOAL 2: FINANCIALLY SOUND CITY PROVIDING EXCEPTIONAL SERVICES</b>		<b>Police</b>
<b>ACTION: POLICE DEPARTMENT: FULL STAFFING</b>		
<b>KEY ISSUES: HIRING FOR POLICE OFFICERS/MANAGER, FUNDING, HIRING BONUS, RECRUITMENT APPROACH</b>		
<b><i>Activities/Milestones :</i></b>	<b><i>TIME:</i></b>	<b><i>Notes:</i></b>
1.) Decision: Budget FY '20	Completed	
2.) Hire Police Captain	Completed	
3.) Hire Deputy Police Chief	In-progress	
4.) Hire Police Officers	On-going	
<b>ACTION: BOND ISSUE 2020: PREPARATION</b>		<b>City Manager</b>
<b>KEY ISSUES: BALLOT LANGUAGE, ELECTION (8/20): TIMING, BOND OPTION, PROJECTS, INFORMATION MATERIALS, INFORMATION CAMPAIGN</b>		
<b><i>Activities/Milestones :</i></b>	<b><i>TIME:</i></b>	<b><i>Notes:</i></b>
1.) Prepare report with bond options	Completed	
2.) Decision: Development	2/20	
3.) Decision: Bond election Resolution	6/20	
4.) Prepare community information campaign	6/20	
5.) Community information campaign	6/20	
6.) Election (by mail)	8/20	
<b>ACTION: HOLD HARMLESS: ADVOCACY</b>		<b>Mayor</b>
<b>KEY ISSUES: RAISE TAX, ALTERNATIVE BUDGET OPTIONS</b>		
<b><i>Activities/Milestones :</i></b>	<b><i>TIME:</i></b>	<b><i>Notes:</i></b>
1.) Work with Governor's Office, Local State Legislators	On-going	
2.) Develop strategy for next Legislative Session	Completed	
3.) Legislative Action	2/20	

ACTION: CURBSIDE RECYCLING: REPORT AND DIRECTION		Water & Sanitation (Utilities)
KEY ISSUES: COST EFFECTIVENESS, EQUIPMENT, STAFFING, FUTURE DIRECTION, FUNDING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Report: Information on existing activities	6/20	
2.) Decision: Direction of Recycling	6/20	
ACTION: FEES FOR SERVICES/FACILITIES: POLICY DIRECTION		
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	
[ ON THE HORIZON: 2021 - 2024 ]		
ACTION: MANAGEMENT SUCCESSION AND KEY MANAGERS: HIRING		Human Resources
KEY ISSUES: RECRUITMENT, SELECTION, STAFF CAPACITY, FUNDING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1.) Hire Police Chief	Completed	
2.) Hire Electric Superintendent	Completed	
3.) Hire Electric Director	Completed	
4.) Complete research "Job Board"	Completed	
5.) Hire HR Administrator	Completed	
6.) Hire Water/Wastewater Superintendent	Completed	
7.) City Manager: Succession Policy	5/20	
8.) Hire Deputy Police Chief	In-progress	
9.) Adopt succession framework	5/20	
10.) Hire Electric Deputy Director	Completed	

ACTION: CITYWIDE GPS FOR VEHICLES		Vehicle Shop/Facilities
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
	7/20	Put in budget
ACTION: WATER RIGHTS ACQUISITION		Water & Sanitation (Utilities)
KEY ISSUES: WATER RIGHTS, STATE APPROVED WARRANTY DEED, NEGOTIATION: NAVAJO NATION, OSE PROCESS		Legal
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
A. G-22		
1. Procure and retire surface water rights	Completed	
2. Seek State Engineer approval - Diversion Permit	Completed	
3. Receive State of New Mexico approval	6/20	
ACTION: LABOR NEGOTIATIONS AND CONTRACTS		Human Resources
KEY ISSUES: ECONOMIC BENEFITS SALARY, COMPETITIVE COMPENSATION, STATE MINIMUM WAGE		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
A. Police (expiration: 6/19)		
1. Finalize contract	Completed	
2. Decision: Contract Approval	Completed	
B. UMW (expiration: 10/19)		
1. Open negotiations	Completed	

2. Finalize contract	Completed	
3. Decision: Contract Approval	6/20	
C. IAFF (expirations: 1/20)		
1. Open negotiations	Completed	
2. Finalize contract	Completed	
3. Decision: Contract Approval	9/20	
ACTION: VENDOR ORDINANCE: AMENDMENTS		Legal
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Complete survey general public	3/20	
2. Prepare amendments	8/20	
3. Decision: Amendments	10/20	
⇒ <b>Management in Progress 2019-2020</b>	<u>TIME:</u>	<u>Notes:</u>
1. Administrative Support Unit GMC Crew Cab 4x4	Completed	
2. Are GIS Portal	Completed	
3. Naviline LX Addresses	Completed	
4. Municipal Liens Policy Development and Adoption	Completed	
5. "Agency 360" for Field Training Officers	Completed	
6. TIF District Revenue Process and Tracking: Baseline Report	Completed	
7. Benefits Advisory Committee	Completed	
8. Public Defender Contract	Completed	
9. Haz Mat Communications Repeaters	Completed	
10. Fire Comprehensive Inventory: Station and Equipment	Completed	
11. Sexual Harassment Training	On-going	
12. Onboarding / HR	In-progress	
13. Employment Practices: Review (Compliance with Title VII of Civil Rights Act of 1964)	On-going	
14. New Employee Orientation: Development	Completed	

15. City Facilities Security Enhancements: Museum	Completed	
16. Employee Health and Wellness Fair	Completed	
17. Dental Benefits Contract	Completed	
18. Rhino Health Contracts (Utilities)	Completed	
19. Small Cell Wireless / Legal	5/20	Draft
20. Metering Equipment Update	Completed	
21. AMR Contract	TBD	
22. Guardian Flight Fuel Storage Tank	Completed	
23. Bill and Coin Counting Machines: Upgrade	6/21	
24. Automated Agenda/City Clerk	6/20	
25. Citywide Records Retention and Disposal Schedule: Policy and Impleme	4/20	
26. Human Resources Records Retention Policy and Implementation	4/20	
27. Fire Department Ordinance: Update	6/20	
28. Bar Coding System / Purchasing	5/20	
29. City Code: Elections	8/20	
30. Electric Code: Update	OTH	
31. Annual Financial Audit Report	2/20	
32. New Rescue/Ambulance Unit: Purchase	5/20	
33. Police Laptops/16 completed 50+ still waiting to be ordered / GPD	Completed	
34. PC Replacement Plan	Completed	
35. National Incident-based Reporting System (NIBRS) Transition	1/21	
36. Red Lion Foreclosure	12/20	
37. Employee Training and Development Program	On-going	

38. City Records Scanning Policy	12/20	
39. NIMS/Incident Command System (ICS) - Phase 1	On-going	
40. Citywide Job Descriptions: Update	On-going	
41. Warehouse Restructure/Reorganize	On-going	
42. Budget Process: Refinements	On-going	
43. Fire Healthy In/Healthy Out Program	On-going	
⇒ <b>Major Projects 2019-2020</b>	<u>TIME:</u>	<u>Notes:</u>
1. Emergency Shelter Generator: Red Rock	6/21	
<b>GOAL 3: UPGRADED CITY INFRASTRUCTURE AND FACILITIES</b>		
<b>ACTION: POLICE HEADQUARTERS BUILDING: SITE DESIGN AND FUNDING</b>		<b>Police</b>
<b>KEY ISSUES: STATE FUNDING, LOCATION, DESIGN</b>		<b>Public Works</b>
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Presentation: Site Options	Completed	
2. Decision: Site Direction	Completed	
3. Decision: Award Contract for Design	Completed	
4. Complete design	6/20	
5. Construction	7/21	
<b>ACTION: MUNICIPAL CAMPUS: SITE PLAN</b>		<b>Assistant City Manager</b>
<b>KEY ISSUES: SITE OPTIONS, PROPERTY RESTRICTIONS BY STATE, LAYOUT OF BUILDINGS, TRAFFIC AND ACCESS</b>		<b>Public Works</b>
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Decision: Police Station	Completed	

ACTION: STREETS, CURBS, GUTTERS, AND SIDEWALKS PROGRAM: PROJECTS AND FUNDING		Public Works
KEY ISSUES: SCOPE OF CONTRACT, FUNDING LEVEL, AWARD CONTRACT, PROJECT TIMING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Advertise Construction Contract	Completed	
2. Decision: Award Contract	Completed	
3. Complete Project	6/20	
ACTION: CECIL GARCIA FITNESS CENTER SHORT TERM IMPROVEMENTS: PROJECTS AND FUNDING		Parks & Recreation
KEY ISSUES: UPGRADING EXISTING CENTER, FUNDING, PROJECT COMPLETION		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Complete project	Completed	
ACTION: LIBRARY BUILDING: DIRECTION, DESIGN AND FUNDING		Library
KEY ISSUES: LOCATION, SERVICES, DESIGN, FUNDING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Presentation: Library Building Direction	5/20	
2. Library Decision: Direction	6/20	
3. Develop Capital Campaign - Fund Raising	7/20	
ACTION: ANIMAL SHELTER: DIRECTION		Public Works
KEY ISSUES: STATE FUNDING, SCOPE OF SERVICES, LOCATION, FUNDING		Legal
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Presentation: Site Options	2/20	
2. Decision: Direction on land	2/20	
3. Acquire land - negotiation	6/20	
4. Finalize agreement	6/20	
5. Land Acquisition	7/20	

ACTION: EAST NIZHONI BOULEVARD RE-CONSTRUCTION		Public Works
KEY ISSUES: STATE FUNDING, ENGINEERING/ARCHITECTURE, TIMING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Seek state funds	Completed	
2. Complete engineering/architecture	6/20	
3. Begin construction	9/21	
ACTION: LBM RECREATION CENTER BUILDING: SHORT TERM		
[On the Horizon: 2021 - 2024]		
ACTION: DOWNTOWN COAL COMMONS/EVENT STREET: CONSTRUCTION		Public Works
KEY ISSUES: DESIGN: ENGINEERING ARCHITECTURE, FUNDING, CONSTRUCTION		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Complete architecture/engineering	Completed	
2. Determine funding - application for state funding - Main Street	Completed	
3. Advertise construction	Completed	
4. Award Contract	2/20	
5. Begin Construction	4/20	
ACTION: SENIOR CENTER: FUNDING		Public Works
KEY ISSUES: DESIGN, FUNDING, CONSTRUCTION, PROJECT TIMING, LOCATION		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Receive notification architecture/engineering funding	2/20	
2. Initiate architecture/engineering	TBD	
ACTION: WASTEWATER TREATMENT PLANT: HEADWORKS		Water & Sanitation (Utilities)
KEY ISSUES: 35 YEARS AMORTIZATION, JUSTIFICATION		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Report finalized	Completed	
2. Apply to NMED for loan	Completed	
3. Receive notification	Completed	

ACTION: NAVAJO - GALLUP WATER SUPPLY PROJECT: COST CAP		Water & Sanitation (Utilities)
KEY ISSUES: LEGISLATION, COSTS, COST CONTROL, LOBBYIST, SCOPE OF SERVICES		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Finalize draft legislation	Completed	
2. Negotiate scope of services for lobbying	TBD	
3. City Manager: Decision on Lobbyist	TBD	
4. Lobby congressional delegation	On-going	
ACTION: WASTEWATER TREATMENT PLANT OPERATIONS: IMPLEMENTATION		Water & Sanitation (Utilities)
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Complete CIP Project	Completed	
2. Test equipment	3/20	
3. Complete operation implementation	6/20	
ACTION: PARKS, TRAILS, BIKE MASTER PLAN: DEVELOPMENT AND FUNDING		
KEY ISSUES: SCOPE OF PROJECT, CONSULTANT SELECTION, COST, FUNDING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Hire planner	5/20	
2. Issue RFP for vendors	6/20	
3. Decision: Award Contract	6/20	
4. Kick off planning process	10/20	
ACTION: CITY VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM: FUNDING		Finance
KEY ISSUES: REPLACEMENT SCHEDULE, FUNDING, TIMING, NEED FOR EQUIPMENT		Vehicle Shop/Facilities
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Finalize proposal (general fund)	4/20	
2. Decision: Budget FY '21	5/20	

ACTION: WATER/WASTEWATER TECHNOLOGY UPGRADES: NEXT STEPS		Water & Sanitation (Utilities)
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Gather technology summary for vendors	On-going	
2. Prepare fact sheets	On-going	
● Collection		
● Treatment		
Presentation: Report	6/20	
ACTION: STREET LIGHTS PERFORMANCE BOND		Electric
KEY ISSUES: FUNDING, PROJECTS		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Submit application	Completed	
2. Decision: Direction	Completed	
ACTION: WATER RIGHTS G-80: DROPPING PROTEST		Water & Sanitation (Utilities)
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Negotiate agreement	Completed	
2. Prepare settle agreement with Navajo Nation	Completed	
3. Finalize agreement	Completed	
4. Decision: Agreement Approval	Completed	
5. Completed Agreement	Completed	
6. File State Engineer	TBD	BIA Protest
ACTION: CITY UTILITIES ASSET MANAGEMENT PLAN		Information Technology
KEY ISSUES:		Purchasing
		Finance
		Electric
		Water & Sanitation (Utilities)

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Purchase Software	Completed	
2. Develop grading sheets	Completed	
3. Grading/Entering data	In-progress	
4. Work order system	6/20	
<b>⇒ Management in Progress 2019-2020</b>	<u>TIME:</u>	<u>Notes:</u>
1. FOG Inspection and Enforcement: Implementation	On-going	
2. Blended Water Supply Study for NGWSP- Phase I and Phase II	7/19 - 7/20	
3. Engineering Professional Services Contract	complete	
4. Wastewater SCADA Upgrades	In-progress	
5. Electric SCADA System/GIS Implementation	8/20	
6. NGWSP Cash Flow Forecast: Update	12/20	
<b>⇒ Major Projects 2019-2020</b>	<u>TIME:</u>	<u>Notes:</u>
1. El Morro Theatre Stage	Completed	
2. Wastewater Treatment Plant Upgrades	Completed	
3. Fire Station 2: Lot Asphalt Repairs, Painting	Completed	
4. Gallup Solar Project	Completed	
5. Capacitor	Completed	
6. Northside Sewer Rehabilitation	Completed	
7. Verdi Sewer Line Rehabilitation	Completed	
8. NGWSP Reach 27.9 Reach: Construction	Completed	
9. Ciniza Drive: Completion	Completed	
10. City Clerk's Office: Carpet and Improvements	4/20	
11. 16" Water Line Replacement (GAMERCO Tanks to Gibson)	Completed	
12. Mill and Overlay Neighborhood Street: District 1	9/20	

13. Feeder 74 and 75	3/20	
14. Hasler Valley Solid Waste Facility: Construction	Completed	
15. Preservation of Work Progress Administration (WPA) Artwork: LED Installation	TBD	
16. Storage Shed at Electric Shop: Heating Unit Replacement	Completed	
17. Hasler Valley Road/Drainage Improvement Construction	Completed	
18. COOP Mill and Overlay Projects	Completed	
19. Red Rock Wastewater Lift Station: Replacement	Completed	
20. NGWSP Reach 27.10 WTB: Funding and Design	Completed	
21. Sewer Lines Replacement (El Morro)	5/20	
22. Mentore Feeder	6/20	
23. North Route Regional Fiber Optic Connection	4/20	
24. Rehoboth Water Storage Tank Rehabilitation: Design	6/20	
25. Allison Electric Substation		
a. Engineering	2/20	
b. Construction	11/20	
26. Vehicle Shop Exhaust System	4/20	
27. Noe Substation: Upgrade	OTH	
28. Navajo Gallup Water Supply Reaches	6/24	
29. Fiber to Warehouse Lane / Providing Electric has money to pay for it	6/20	
30. Citywide Roof Repairs	On-going	
31. Water Valve Maintenance Program	On-going	

<b>GOAL 4: MORE LIVABLE COMMUNITY FOR ALL</b>		
<b>ACTION: I-40 RAMPS BEAUTIFICATION: PROJECTS AND FUNDING</b>		
KEY ISSUES: [On the Horizon: 2021 - 2024]		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
<b>ACTION: INDIAN HILLS PARK BALLFIELD LIGHTING</b>		<b>Public Works</b>
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Advertise for contract	Completed	
2. Decision: Award Contract for Construction	2/20	
3. Begin Construction	3/20	
4. Complete Construction	5/20	
<b>ACTION: GOLF SNACK BAR</b>		
KEY ISSUES: [On the Horizon: 2021 - 2024]		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
<b>ACTION: TURF BALLFIELDS: FUNDING</b>		
KEY ISSUES: [On the Horizon: 2021 - 2024]		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
	On-going	

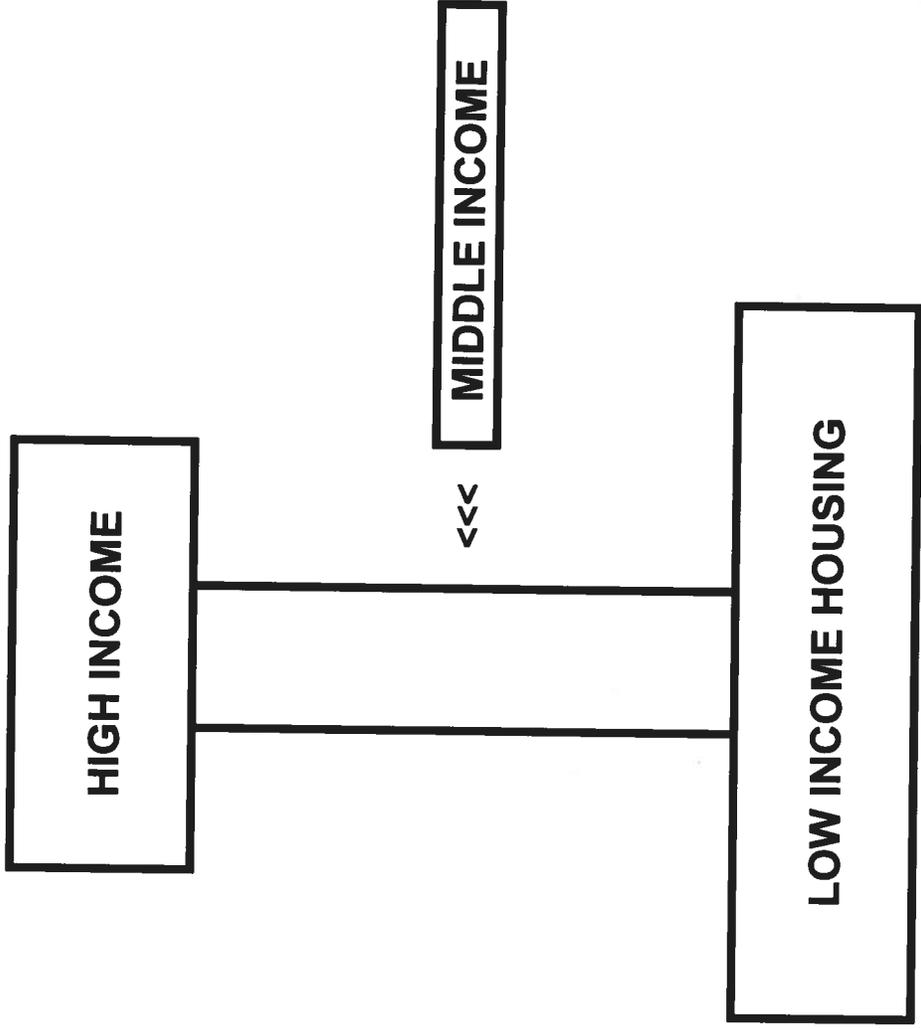
ACTION: CITY CLEAN AND BEAUTIFUL PROGRAM		Tourism
KEY ISSUES: GRANT, FUNDING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Notification: Grant	Completed	
2. Complete Road Landscape West U.S. 66	10/20	
3. Complete Clean & Beautiful Grant Projects	6/20	
4. Complete Tree Planting on Apache Circle Land	Completed	
ACTION: LITTER CONTROL: STAFFING AND FUNDING		
KEY ISSUES: [On the Horizon: 2021 - 2024		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
ACTION: INDIAN HEALTH SERVICE HOSPITAL: ADVOCACY		City Manager
KEY ISSUES: LOCATION, SERVICES, FUNDING		Mayor
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Continue advocacy	On-going	
ACTION: DETOX CENTER: FUTURE FUNDING AND PROGRAMS EXPANSION		BHIZ Mgr.
KEY ISSUES: GRANT, FUTURE FUNDING, SERVICES		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. Decision: Liquor Tax Funding	6/20	
2. Complete application for IHS Grant	Completed	FY21-6/20
3. Receive capital outlay from State of New Mexico	Completed	
4. Notification	Completed	
5. Implement Grant	In-progress	
ACTION: QUIET ZONE/ROADWAY SAFETY AUDIT: NEXT STEPS		Public Works
KEY ISSUES: FUNDING		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
1. NMDOT final report	Completed	
2. Coordinate NMDOT to fund improvements to 2nd/3rd Street	6/20	

⇒ Management in Progress 2019-2020	<u>TIME:</u>	<u>Notes:</u>
1. Authors Festival	Completed	
2. Summer Reading Program	Completed	
3. Tracker SAFE	Completed	
4. El Morro Theatre - Gallup Community Concert Association/Gallup Repertory Theatre	Completed	
5. Electric Golf Carts	Completed	
6. BID: Beautification	Completed	
7. BHIZ	Completed	
8. Archivist/Digital Curator: Hiring	On-going	Contingent 3/20
9. El Morro Standard Booking Policies	Completed	
10. MY Senior Center Data Collection System	Completed	
11. El Morro Theatre Business Plan	2/20	
12. Fox Run Golf Course Marketing Program	3/20	
13. Library Website / Has to be done by December / Library	Completed	
14. Work Station for ADA Services	9/20	
15. Police Body Cameras	OTH	Funding
16. Community Archives Development Plan	On-going	
17. Police "Building Community"	On-going	
18. Neighborhood Watch Program	On-going	
19. Residential Clean Up Program	On-going	
20. Solid Waste Community Information/Marketing	On-going	
21. El Morro Theatre Marketing/Community Outreach	On-going	

⇒ Major Projects 2019-2020	<u>TIME:</u>	<u>Notes:</u>
1. Veterans Cemetery: Opening	Completed	
2. Golf Shop Beautification Project	Completed	
3. Veterans Cemetery Access Road	Completed	
4. Cecil Garcia Fitness Center	Completed	
a. Women's Bathroom		
b. Men's Shower		
5. Golf Course Drainage Improvements	Completed	
6. Veteran's Memorial Complex Shade Structure at Little Girls Field	Completed	
7. Hill Crest Cemetery Veteran's Selection Improvements	Completed	
8. Library Short Term Facility Improvements	5/20	
9. Viro Circle Park - Shelter Replacement	2/20	
10. Aquatic Center Improvements	5/20	
11. Highway 491 (North to City Limits) Median Landscaping	10/20	
12. Rex Museum	TBD	

Market Level	Price Range
Level IV	\$185,000+ to \$250,000 +
Level III	\$150,000+ to \$185,000
Level II	\$125,000 + to \$150,000
Level I	\$95,000 to \$125,000

**NOTES:**



# Affordable Housing Needs

June 15, 2016

## 1 - LACK OF AFFORDABLE HOUSING FOR SALE

Two Segments: Price ranges of \$95,000 to \$125,000 [Level I]  
Price ranges of \$125,000 to \$150,000 [Level II]

Why:

- Young professionals and moderate income working families need houses in this price range.
- For Public Housing – tenants who eventually exceed Income limits need a “bridge” to homeownership.

## 2 – LACK OF DOWN PAYMENT & CLOSING ASSISTANCE for low income families

As low-income families gain more income and eventually exceed low income limits they need to be able to move from public rentals to homeownership. They need a “bridge” to an affordable home in the price ranges which are currently lacking in market [see #1 above]. GHA is planning to move in this direction and has in-house capacity to provide the required homebuyer education and financial literacy courses typically required of first-time buyers.

## 3 – LACK OF ACQUISITION/REHAB PROGRAMS TO BRING OFF-LINE HOUSING UNITS BACK ON-LINE TO MEET MARKET NICHE ABOVE

Construction of new units to meet the market niche mentioned above may not be possible due to lack of developable land or the cost is prohibitive. As an option GHA is proposing an “Acquisition/Rehab” program to bring off-line housing units back on line for sale to low income families who graduate from public rental or for other moderate income first home buyers. This provides a way for low income families to

become property owners and also adds new tax paying property owners to the City of Gallup. Further, this would provide a pathway for low-income families moving to Gallup seeking low income housing to seek better schools, access to goods and services and gainful employment to becoming productive citizens of Gallup.

4 - DEVELOP NEW UNITS IN THE DESIRED MARKET SEGMENT ON LANDS ALREADY SET ASIDE FOR GHA OR CITY LANDS WHICH CAN BE TURNED OVER TO GHA FOR THAT PURPOSE.

Gallup Housing Authority already has six developments within the City limits in which additional housing units can still be developed or City lands exist adjacent to the existing properties which could be used to develop additional housing units for sale.

5 - DEVELOP PARTNERSHIPS WITH OTHER LANDHOLDERS and PROGRAMS WHO MAY WISH TO AID IN THE ABOVE OUTLINED STRATEGY TO ADDRESS THE NEED DEFINED ABOVE.

Possible partners: The City of Gallup, Gallup Land Partners, the Navajo Housing Authority, New Mexico Mortgage Finance Authority, Local Mortgage lenders, etc.

- End of Briefing by Richard F. Kontz [505] 236-1122 Cell

# Gallup Housing Authority

## HOMEOWNERSHIP OPTIONS:

### 1 – Lease-Purchase of Existing Units

- HUD Section 32 – Lease/Purchase Program
- MFA – DD/CC Assistance
- First Financial – Financial Literacy & Credit Counseling
- GHA- Move tenant near or exceeding 80% to Homeownership

### 2 – Acquisition – Rehab – Resale

- Acquire existing unit in Level I and Level II pricing range
- Rehab and bring up to code and lease-purchase as above ;  
OR
- Rehab and sell to 80% to 115% and over income
- NM MFA- Line of Credit - \$250,000 or move to jump start the program
- See Loan product chart

### 3 – Infill – New construction of Vacant Lots

- Acquire existing vacant lots or land
- Construct modest 2BR-1Bath units in Level I & II price
- Construct modest 3BR-2Bath units in Level II price
- Use same program outlined above

# Empty Lots - SkyCity

Map showing current empty lots and lot to be empty after demolition in December 2018, at 1101 N.Cliff Dr.

Legend  
Empty Lots

A

4500+  
sf.

B

4200sf

Visla Ave

C

6,800sf.

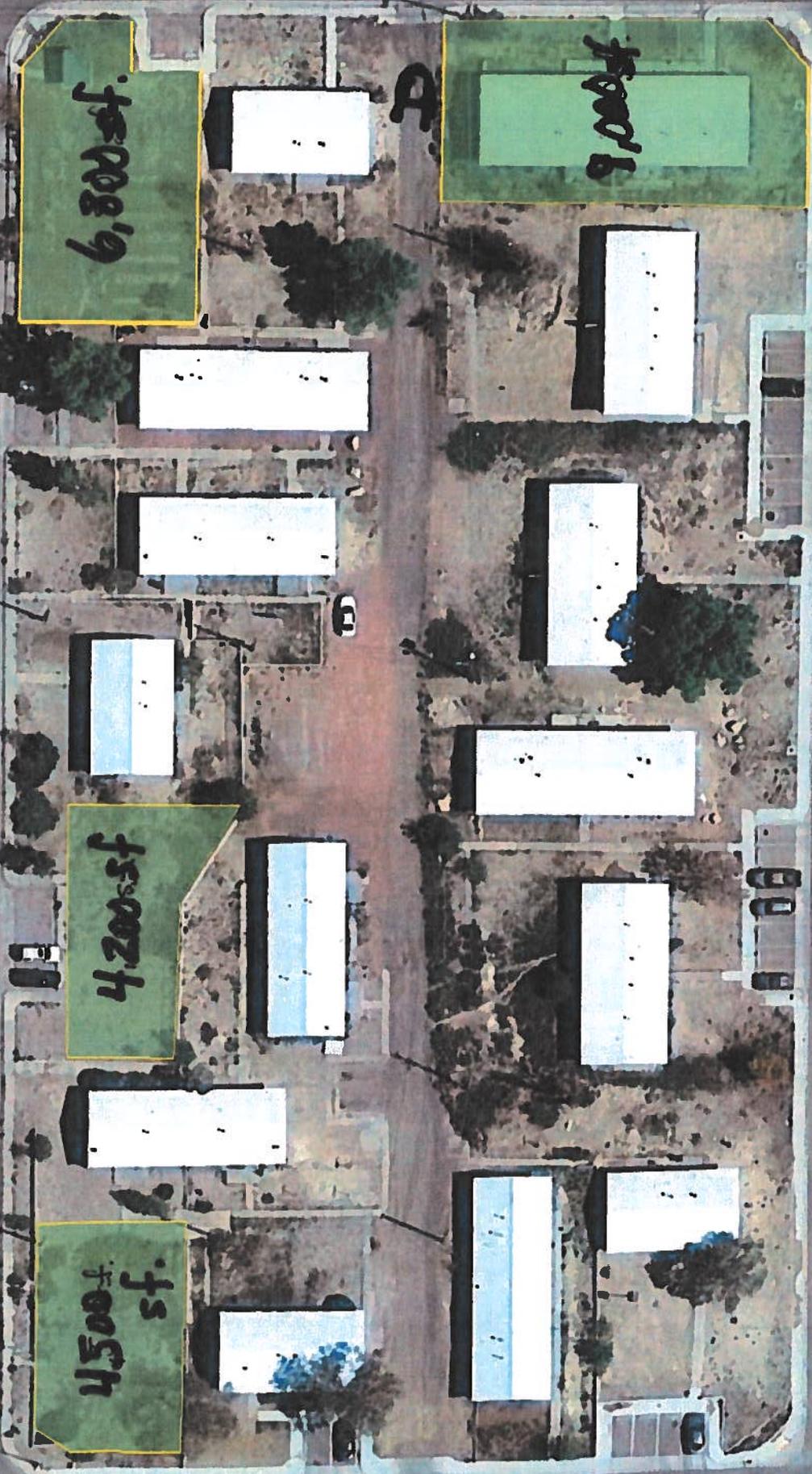
N Cliff Dr

Curtis Ave

200 ft

Google Earth

© 2018 Google



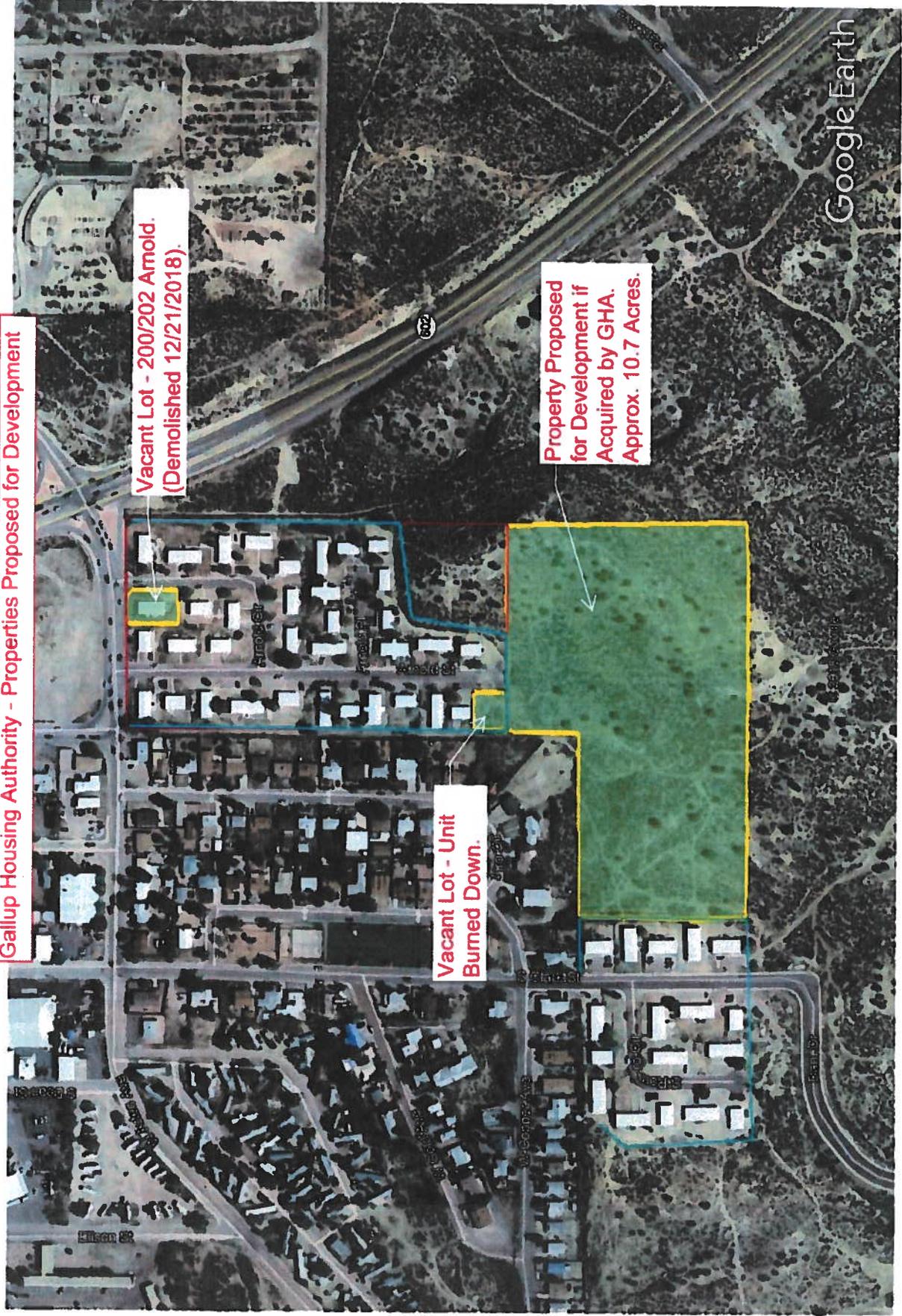
**Gallup Housing Authority - Properties Proposed for Development**

**Vacant Lot - 200/202 Arnold.  
(Demolished 12/21/2018).**

**Vacant Lot - Unit  
Burned Down.**

**Property Proposed  
for Development if  
Acquired by GHA.  
Approx. 10.7 Acres.**

Google Earth



# Proposed Properties

Sites located at South End of Sunshine Canyon Development

## Legend

- Proposed
- Corner - Boundary
- Property Boundary - SSCnyn
- Proposed Perimeter Fence - Sunshine Canyon

Northwest Corner - Boundary

Northeast Corner - Boundary

Snell St

Gomez Dr

Southwest Corner - Boundary

Southeast Corner - Boundary

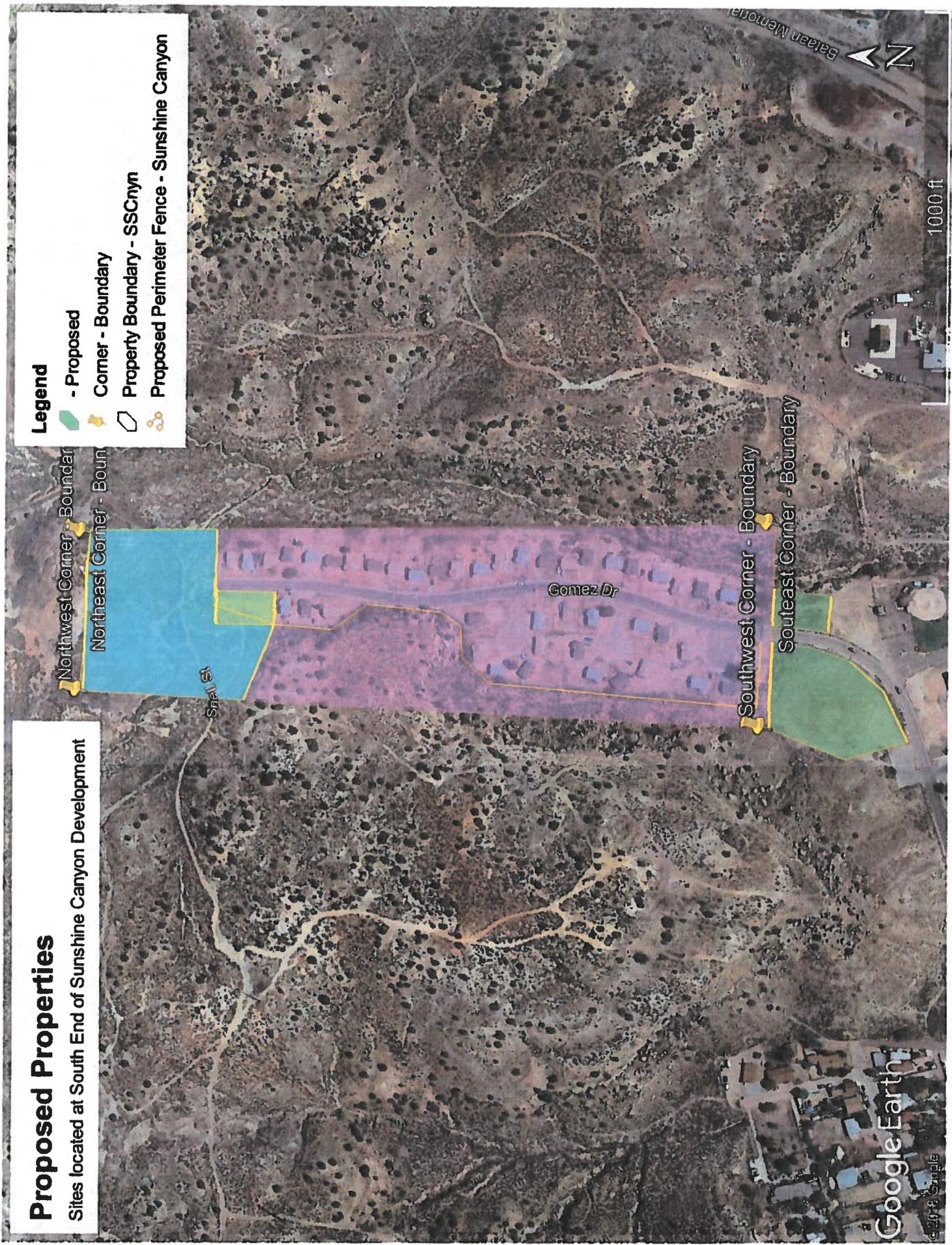
Google Earth

© 2018 Google

1000 ft



Bataan Memorial



	A	B	C	D	E	F
<b>2019 Income Limits</b>						
<b>McKinley County</b>						
<b>Median Income</b>	<b>\$37,100</b>					
<b>Family Size</b>	<b>Low Income - 80%</b>	<b>Monthly Income</b>	<b>PH Rental at 30% of Monthly</b>	<b>Housing Ratio at 28%</b>	<b>Debit Ratio at 36%</b>	<b>Non-house debt</b>
<b>Family size = 1</b>	\$29,750	\$2,479	\$744	\$694	\$893	\$198
<b>Family size = 2</b>	\$34,000	\$2,833	\$850	\$793	\$1,020	\$227
<b>Family size = 3</b>	\$38,250	\$3,188	\$956	\$893	\$1,148	\$255
<b>Family size = 4</b>	\$42,500	\$3,542	\$1,063	\$992	\$1,275	\$283
<b>Family size = 5</b>	\$45,900	\$3,825	\$1,148	\$1,071	\$1,377	\$306
<b>Family size = 6</b>	\$49,300	\$4,108	\$1,233	\$1,150	\$1,479	\$329
<b>Family size = 7</b>	\$52,700	\$4,392	\$1,318	\$1,230	\$1,581	\$351
<b>Family size = 8</b>	\$56,100	\$4,675	\$1,403	\$1,309	\$1,683	\$374

1st Affordable Housing Gap	\$95,000 up to	\$125,000								
2nd Affordable Housing Gap	\$125,000 up to	\$150,000		McKinley Median	\$37,100					
Proposed Purchase Amount	20% Down	Mortgage @ 3.625% for 30 yrs	PITI at 28%	Required Gross Monthly	Required Gross Annual	Max Debt Ratio at 36%	HUD Rent - 30%			
\$75,000.00	\$15,000.00	\$60,000.00	\$274	\$979	\$11,743	\$352	\$294			
\$80,000.00	\$16,000.00	\$64,000.00	\$292	\$1,043	\$12,514	\$375	\$313			
\$85,000.00	\$17,000.00	\$68,000.00	\$310	\$1,107	\$13,286	\$399	\$332			
\$90,000.00	\$18,000.00	\$72,000.00	\$328	\$1,171	\$14,057	\$422	\$351			
\$95,000.00	\$19,000.00	\$76,000.00	\$347	\$1,239	\$14,871	\$446	\$372			
\$100,000.00	\$20,000.00	\$80,000.00	\$365	\$1,304	\$15,643	\$469	\$391			
\$105,000.00	\$21,000.00	\$84,000.00	\$383	\$1,368	\$16,414	\$492	\$410			
\$110,000.00	\$22,000.00	\$88,000.00	\$401	\$1,432	\$17,186	\$516	\$430			
\$115,000.00	\$23,000.00	\$92,000.00	\$420	\$1,500	\$18,000	\$540	\$450			
\$120,000.00	\$24,000.00	\$96,000.00	\$438	\$1,564	\$18,771	\$563	\$469			
\$125,000.00	\$25,000.00	\$100,000.00	\$458	\$1,636	\$19,629	\$589	\$491			
\$130,000.00	\$26,000.00	\$104,000.00	\$474	\$1,693	\$20,314	\$609	\$508			
\$135,000.00	\$27,000.00	\$108,000.00	\$493	\$1,761	\$21,129	\$634	\$528			
\$140,000.00	\$28,000.00	\$112,000.00	\$511	\$1,825	\$21,900	\$657	\$548			
\$145,000.00	\$29,000.00	\$116,000.00	\$529	\$1,889	\$22,671	\$680	\$567			
\$150,000.00	\$30,000.00	\$120,000.00	\$547	\$1,954	\$23,443	\$703	\$586			





Proposed Purchase Amount	5% Down	Mortgage @ 3.625% for 30 yrs	PITI at 28%	Required Gross Monthly	Required Gross Annual	Max Debt Ratio 36%	HUD Rent - 30%
\$75,000.00	\$3,750.00	\$71,250.00	\$325	\$1,161	\$13,929	\$418	\$348
\$80,000.00	\$4,000.00	\$76,000.00	\$347	\$1,239	\$14,871	\$446	\$372
\$85,000.00	\$4,250.00	\$80,750.00	\$368	\$1,314	\$15,771	\$473	\$394
\$90,000.00	\$4,500.00	\$85,500.00	\$390	\$1,393	\$16,714	\$501	\$418
\$95,000.00	\$4,750.00	\$90,250.00	\$412	\$1,471	\$17,657	\$530	\$441
\$100,000.00	\$5,000.00	\$95,000.00	\$433	\$1,546	\$18,557	\$557	\$464
\$105,000.00	\$5,250.00	\$99,750.00	\$455	\$1,625	\$19,500	\$585	\$488
\$110,000.00	\$5,500.00	\$104,500.00	\$477	\$1,704	\$20,443	\$613	\$511
\$115,000.00	\$5,750.00	\$109,250.00	\$498	\$1,779	\$21,343	\$640	\$534
\$120,000.00	\$6,000.00	\$114,000.00	\$520	\$1,857	\$22,286	\$669	\$557
\$125,000.00	\$6,250.00	\$118,750.00	\$542	\$1,936	\$23,229	\$697	\$581
\$130,000.00	\$6,500.00	\$123,500.00	\$563	\$2,011	\$24,129	\$724	\$603
\$135,000.00	\$6,750.00	\$128,250.00	\$585	\$2,089	\$25,071	\$752	\$627
\$140,000.00	\$7,000.00	\$133,000.00	\$607	\$2,168	\$26,014	\$780	\$650
\$145,000.00	\$7,250.00	\$137,750.00	\$628	\$2,243	\$26,914	\$807	\$673
\$150,000.00	\$7,500.00	\$142,500.00	\$650	\$2,321	\$27,857	\$836	\$696

# Minimum Mortgage Requirements

## 1 – AMOUNT OF DOWN PAYMENT DETERMINES YOUR LOAN TO VALUE RATIO.

Best case scenario today is 80% **LTV** which means you need to have 20% as a down payment. For example: You want buy a home valued at \$150,000, so to get LTV down to 80% you will need to pay \$30,000 as a down payment. The more you can pay down to get the LTV lower the better your chances of getting a loan are. If you can't pay 20% down you may be able to pay less but you will generally be required to buy PMI, which stands for Premium Mortgage Insurance.

## 2 – HOW MUCH HOUSE CAN I BUY?

Several factors affect whether or not you can buy a home and how much you can afford. First, your Credit Score plays a major role in whether you can receive any financing. If you credit score is too low you may not be able to obtain the financing you need. See more under #3 below.

Second, banks and mortgage lenders use **two ratios** to determine how much debt you can afford to carry based on your income.

- **Housing Ratio: 28%** is the maximum **housing ratio** used to determine how much of your income you can use to pay for housing related debt. For example, if you gross monthly income is \$2,500 then 28% of that is: \$700. This is the maximum amount available to payment for **PITI**. See more on PITI below under #5. [Side Comment: In public housing HUD's housing ratio is 30% - Rent including utilities is set at 30% of adjusted Gross Monthly Income]
- **Debt Ratio:** Banks and mortgage lenders also use the **debt to income ratio of 36%** as another criteria for loan approval. In theory, this is the total debt for car

payments, housing, credit cards and other installment credit a family can reasonably carry without getting into financial difficulty. For instance, consider the following scenarios:

	<u>Client A</u>	<u>Client B</u>	<u>Client C</u>
Gross Monthly Income:	1,200	1,800	2,500
Housing Ratio [28%]:	336	504	700
Potential Max Loan:	68,000	103,000	143,000
Potential House Value:	85,000	128,750	178,750
Require Down Payment:	17,000	25,750	35,750
Debt Ratio [36%]:	432	648	900

Simply based on the Housing ratio the table illustrates that level of income plays a key role in how much house a person can afford. But, when you subtract the amount available for housing from the total debt Client A can spend \$96 on debt other than housing; Client B can spend \$144 on other debts; and Client C can spend \$200 on other debt.

So, if all clients have only a car payment of \$200 a month then only client C would be the only one who may qualify for a loan to purchase the house the desire. Client B may also as long as he/she purchases a house of lessor value then the projected maximum house value. Client A probably will need to wait until they can obtain more income.

### 3 – **IMPACT OF THE CREDIT SCORE:**

Your credit score is very crucial to obtaining a loan for housing. A score of 740 in combination with a 20% down payment will result in favorable consideration by lenders and the lowest interest rates. If your score is less than 620 and a down payment less than 20% will typically result in no financing being offered. Offering a larger down payment with a score near 620 may still result in financing being offered. Subprime lenders may also offer loans in less than idea situations, but charge more higher interest and typically charge more fees. Last, if credit is marginal then a “co-

signor" with good credit may help overcome a problem with poor credit.

#### 4 – **WHAT IS PITI?**

P – stands for principal [loan principal]

I - stands for interest

T – stands for taxes

I - stands for insurance.

Typically, lenders will require as a part of the financing offered that the client pay a monthly principal and interest on the loan amount as well as placing 1/12 of estimated Annual property insurance and 1/12 of estimated property taxes into an Escrow account so the bank can pay the annual insurance and annual property taxes on your behalf. So, the 28% called the housing ratio has to cover all of these monthly costs.

#### 5 – **WHAT ARE TYPICAL CLOSING COSTS?**

As a general rule of thumb typical closing depending on lender will range from **3.5 to 5%** of the loan amount. These generally include: loan origination fees, discount points, appraisal, survey, underwriting fees, title search fees, title insurance, etc.

#### 6 – **WHAT ARE THE MAIN BARRIERS TO OBTAINING MORTGAGE FINANCING:**

The 3 main reasons individuals may not obtain a home loan are: [a] – Lack of down payment and closing costs; [b] – Poor credit score [basically a poor credit record]; and [c] lack of income to cover the desired purchase [remember the debt to income ratio in combination with the housing ratio].

**Source:** Lendingtree.com and personal knowledge

**Written by:** Richard F. Kontz

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