



# CITY OF GALLUP

Two-Year (FY19-FY20) Direct Services Work Program  
Initial Draft – April 2018

FY19 | July 1, 2018 – June 30, 2019  
FY20 | July 1, 2019 – June 30, 2020

## STAFF ASSIGNMENTS

Evan Williams, Deputy Director, will be the lead manager of this work program.  
Angellina Grey, Associate Planner, will provide day-to-day services related to this work program.  
Other staff will be assigned on a project-by-project basis.

## GENERAL SERVICES

**Manager Consultation Sessions:** Northwest New Mexico Council of Governments (COG) staff will consult regularly with the Manager, including monthly check-in and quarterly consultation sessions to discuss issues, trends, needed services or strategies, and progress and adjustments to the two-year work program. Quarterly reports will be generated and discussed as part of the consultation and annual reports and presentations can be made upon request. The City of Gallup has made a request due to high volume of complex tasks and special contracted projects to hold monthly meetings in line with the monthly Road/Grants Project Meetings. This practice will begin May 2018.

**Fiscal Agency:** Due to Executive Order 2013-006, the COG has been approved and set-up as an alternative fiscal agent for projects and programs. Our fee for capital outlay projects has been set by our Board of Directors and this service is only for dues paying members. The COG has several projects remaining that we are the City's alternative fiscal agent.

**ICIP/Projecteering:** The COG staff stands ready to help in setting priorities through the State Infrastructure Capital Improvement Plan (ICIP) and City's Capital Improvement Plan (CIP), reviewing project plans, and developing financing strategies for local and regional projects. This will be a standard item for monthly check-ins to understand project status, overcome roadblocks, and plan next steps with Managers and/or key staff. We will also make special effort to produce a Senior Center ICIP for the Northside Senior Center, if needed.

### FY2019 & 2020 Timeline:

Time-Period	April – July	August	September
Activity	<ul style="list-style-type: none"> <li>• ICIP Training (May 17<sup>th</sup>)</li> <li>• Internal &amp; Public Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• ICIP Plan/Project Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Resolution and Plan Submission</li> </ul>

## PLANNING

**Gallup Growth Management Master Plan:** The City of Gallup completed its update of Growth Management Master Plan in February 2016. The COG would advise that the City begin applying for funding from the New Mexico Finance Authority planning grant program in July 2020 (FY21) to update this plan.

**MRA Plan/MainStreet Redevelopment:** The City of Gallup Metropolitan Redevelopment Plan (MRA) and Cultural Plan were adopted on December 2015 and COG staff will continue to look for opportunities and direction for the City leadership in implementing the plan and working with the Gallup Downtown Coordinating Council. The COG would advise that the City begin applying for funding from the New Mexico Finance Authority (NMFA) MRA-set aside planning grant program in July 2020 (FY21) to update this plan.



**Parks Master Plan:** The City of Gallup has expressed interest in the COG helping in researching and guiding in the creation of a Parks & Recreation District. Along with this task, the City is interested in COG's assistance in locating and securing a grant to complete this planning product. The COG would also be asked to assist with the development of the Plan, as part of a Steering Committee.

**FY 2019 Timeline:**

Time-Period	July – September 2018	October – December 2018	January – March 2019	April – June 2019
Activity	<ul style="list-style-type: none"> <li>Develop Funding Strategy</li> <li>Present Strategy to Partners for buy-in</li> </ul>	<ul style="list-style-type: none"> <li>Complete Pre-application requirements</li> </ul>	<ul style="list-style-type: none"> <li>Applications &amp; Award Notices</li> </ul>	<ul style="list-style-type: none"> <li>Grant Agreements</li> <li>Set-up Project Files</li> <li>RFP/Contracting</li> </ul>

**FY 2020 Timeline:**

Time-Period	July 2019 – June 2020 [update based on contract/SOW]
Activity	<ul style="list-style-type: none"> <li>Project Launch</li> <li>Park Assessments</li> <li>Steering Committee meetings</li> <li>Draft and Final Plans, and adoption by all entities</li> </ul>

**Housing Plan:** The City of Gallup has also expressed the need for a regional (City-County) housing plan. This task would need to be fleshed out.

**FY2019 Timeline:**

Time-Period	TBD
Activity	TBD

## PROGRAMS

**City of Gallup Facilities Energy Efficiency Program:** Deputy Director Evan Williams continues to be involved in the City facility audits being undertaken by Energy Control, Inc., and can be available to review and provide guidance on an energy services performance contract from his expertise helping other entities throughout the region on similar projects.

## PROJECTEERING

**Legislative Briefing and Technical Assistance FY 2019 & 2020:** The NWNMCOG staff can plan and host a joint legislative forum for the City of Gallup and McKinley County. During this forum, local governments and organizations will be given the opportunity to pitch capital outlay projects to the area legislators. This forum is an important step in the process of securing legislative appropriations.

Furthermore, NWNMCOG Deputy Director Evan Williams will travel to Santa Fé and reside in the Roundhouse during the session to advocate and guide your entities' capital outlay projects. Mr. Williams will work with your staff, our Delegation, and any hired lobbyist to develop and navigate capital outlay requests through legislative avenues. The COG will also send regular updates on key legislation and other issues via email and its newsletter "Snapshot of the Session" publications.

**FY 2019 Timeline:**

Time-Period	October – December 2018	Dec 2018 – January 2019	January – March 2019	April – May 2019
Activity	<ul style="list-style-type: none"> <li>Legislative Forum</li> </ul>	<ul style="list-style-type: none"> <li>Capital Outlay Requests</li> </ul>	<ul style="list-style-type: none"> <li>Session Support</li> </ul>	<ul style="list-style-type: none"> <li>Certifications</li> </ul>

**FY 2020 Timeline:**

Time-Period	October – December 2019	Dec 2019 – January 2020	January – February 2020	March – May 2020
Activity	<ul style="list-style-type: none"> <li>Legislative Forum</li> </ul>	<ul style="list-style-type: none"> <li>Capital Outlay Requests</li> </ul>	<ul style="list-style-type: none"> <li>Session Support</li> </ul>	<ul style="list-style-type: none"> <li>Certifications</li> </ul>



## SPECIAL PROJECTS

**Downtown Coordination Committee:** The COG will continue to facilitate and provide support services to move planning, projects, and the partnership forward to implement the vision from the MRA/Cultural Plans.

**Coal Avenue Commons:** The COG is working closely with the City of Gallup, GallupARTS, and its partners in implementing the NEA Our Town grant and Coal Avenue Commons.

### FY 2019 Timeline:

Time-Period	July – September 2018	October – December 2018	January – March 2019	April – June 2019
Activity	<ul style="list-style-type: none"> <li>Facilitate and participate in all planning and design meetings</li> </ul>	<ul style="list-style-type: none"> <li>Finalize design concepts</li> </ul>	<ul style="list-style-type: none"> <li>Position project for Legislative, TAP, and other funds.</li> </ul>	<ul style="list-style-type: none"> <li>Secure funding</li> </ul>

### FY 2020 Timeline:

Time-Period	July – September 2019	October – December 2019	January – March 2020	April – June 2020
Activity	<ul style="list-style-type: none"> <li>Execute Grant Agreements</li> </ul>	Construct improvements of the new Coal Avenue Commons.		

## GRANTSMANSHIP

The NWNMCOG can provide the County with technical writing, grant assembly, and submission skills. The NWNMCOG has valuable experience in grantsmanship and has worked with the County to obtain many valuable investments over the years. The County has notified the NWNMCOG that assistance with grant identification, writing and submission are greatly needed to implement projects that have been or will be identified in planning documents and other prioritization processes. This section will be finalized based on discussion of what annual grants are needed and where COG support can be leveraged with local City staff. Annual grants include: Youth Conservation Corps Grant, US Soccer Foundation Grant, Recreational Trails Grant (RTP), Transportation Alternative Program (TAP), NM Clean & Beautiful, NM Recycling & Illegal Dumping, Water Trust Board, etc.

## OTHER INITIATIVES

The NWNMCOG has set aside time to be used on initiatives that are not on this proposed work program for the period between July 1, 2018 to June 31, 2020. The hours within this set aside can be used for programs, technical assistance, projecteering, and/or grantsmanship. The COG also uses a request-for-service form, so that when projects, problems, or opportunities arise or change, Managers can alert the COG to the need to shift direct hours without a formal update to this two-year work program. Substantial work or projects can also be contracted separately to the COG through an inter-governmental services agreements (ISAs). An example is the BOR grant contracted with the COG to produce the City's drought contingency plan. These typically have their own, separate funding source for work or projects above and beyond this work programs and above the direct hours based on COG Board policy.



**Community Development Block (CDBG) Program**

**Construction Grant Implementation:** The COG is supporting the City to implement its current construction grant for Sky City Phase IV project. The COG is also acting as fiscal agent for the City under a separate contract.

**FY2019 Timeline:**

<b>Time-Period</b>	<b>July – September 2018</b>	<b>October – December 2018</b>
<b>Activity</b>	<ul style="list-style-type: none"> <li>• Construction and Grant Administration Support</li> </ul>	<ul style="list-style-type: none"> <li>• Construction and Grant Administration Support</li> <li>• Close-out Threshold</li> <li>• Workshop &amp; Public Meetings</li> </ul>

**Construction Grant Application:** The City is currently applying for the White Cliffs Water Improvement project with COG’s support. NWNMCOG will work with City staff to develop a competitive application for the annual CDBG program in the 2021 cycle, according to NM and Federal regulations. This will remain contingent on City’s ability to meet threshold eligibility and execute its current grant.

**FY2019 Timeline:**

<b>Time-Period</b>	<b>October – December 2018</b>	<b>January – March 2019</b>	<b>April – June 2019</b>	<b>July – September 2019 (FY20)</b>
<b>Activity</b>	<ul style="list-style-type: none"> <li>• Workshop</li> <li>• Public Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Threshold</li> <li>• Application Workshop (March 13<sup>th</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>• LMI Methodology &amp; Surveys</li> <li>• Complete Application (June 21<sup>st</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>• CDC Application Hearing (August 28<sup>th</sup>)</li> <li>• CDC Allocation Meeting (Sept 11<sup>th</sup>)</li> <li>• Implementation Workshop (October 9<sup>th</sup>)</li> </ul>

**Planning Grant Application:** Another funding source of the CDBG Program is the planning grant for eligible entities. Since the Growth Management Master Plan is updated, the City would be eligible to apply for a planning grant. The COG would need to work with City staff and on-call engineer on what the target of this planning could/should be and where it could benefit a LMI neighborhood. This will remain contingent on City’s ability to meet threshold eligibility.

**Economic Development Administration Grant Programs**

The NWNMCOG will continue to partner and assist the McKinley County and its economic development partners, in terms of structuring and applying for various EDA grants, especially for build-out of the Gallup Energy Logistics Park and moving outcomes from the Prewitt Industrial Cluster Area work through House Memorial 72/41 (currently being funded and contracted with COG separately). The COG continues to work, in concert with the Greater Gallup Economic Development Corporation, on economic development projects including but not limited to:

- Gallup Indian Medical Center Replacement
- 4CITE Implementation in support of Navajo In-land Port and Gallup Energy Logistics Park, including for Carbon Coal Road. [EDA application]
- Super Freight Center Phase II [NMDOT Special Planning Funds (SPR) application]
- There was a request for COG to provide more leadership in GEDA Subcommittee; City CEDS; and other non-GGEDC work. Need to flesh out.

**Transportation Programs**

The NWNMCOG, vis-a-vis our RTPD program, will continue to partner and assist the McKinley County on its transportation projects, in terms of structuring and applying for various traditional and non-traditional funding programs. The RTPD will be issuing its “Call for Transportation Projects” in early June 2018, which will be a good way to position projects for funding.



Please be advised a portion of your membership dues pays for Regional Planning Initiatives and General COG Support. These include mandatory matches for our grants and contracts with Local Government Division (State Grant-In-Aid), Regional Transportation Planning Organization, and Economic Development Administration.

These also help to leverage the following regional work:

- Transportation/RTPO and MPO Management,
- Water Planning,
- Economic and Workforce Development,
- Broadband,
- Stronger Economies Together (SET) Initiative,
- Energy Efficiency,
- Brownfields & Environmental Planning,
- Tourism,
  - Mount Taylor-Zuni Mountains Collaborative,
  - Zuni Mountains Trails Partnership, and
- POWER Initiative, including HM72/41 Initiative
- Four Corners Forum

*For more information regarding these services, please contact:*

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Based on mutual understanding and under an executed annual COG Membership agreement, the executive managers of both organizations are in agreed to pursue this two-year, direct services work program that can be amended at any time. This agreement provides the basis needed for internal staffing, assignments, and calendaring of deadlines.

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Jeff Kiely, Executive Director  
Northwest New Mexico Council of Governments

Date: 6/5/18

X   
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Maryann Ustick, Manager  
City of Gallup

Date: 5-25-18

