

AGENDA

GALLUP CITY COUNCIL REGULAR MEETING WEDNESDAY, NOVEMBER 9, 2016; 6:00 P.M. CITY COUNCIL CHAMBERS

Jackie McKinney, Mayor

Linda Garcia
Councilor, District #1

Allan Landavazo
Councilor, District #2

Yogash Kumar
Councilor, District #3

Fran Palochak
Councilor, District #4

Maryann Ustick, City Manager
George Kozeliski, City Attorney

A. Pledge of Allegiance

B. Roll Call

C. Approval of Minutes

Regular Meeting of October 25, 2016

D. Discussion/Action Topics

1. Ordinance No. C2016-12; An Ordinance Concerning the Sustainable Gallup Board, Repealing and Replacing Title 2, Chapter 1, Sections 1 Through 4 of the Municipal Code of the City of Gallup in its Entirety – Dennis Romero, Water and Sanitation Director
2. Re-appointment of Gerald O'Hara and the Appointment of Rebecca Murphy to the Sustainable Gallup Board – Mayor Jackie McKinney
3. Approval of Design/Build/Operate (DBO) Contract with CH2M Hill for the Operation of the Wastewater Treatment Plant – Dennis Romero, Water and Sanitation Director *(Note: supporting documentation will be provided prior to the meeting)*
4. Construction Contract Award for New Airport Fuel Farm Phase 2 – Stan Henderson, Public Works Director

AGENDA

Regular City Council Meeting – 11/9/2016

Page 2

Discussion/Action Topics, continued

5. Proposed Metal Detector for City Council Chambers – Jon DeYoung, Assistant City Manager

E. Presentation and Information Items

1. Four Corners Football Tournament Update – Sammy Chioda
2. Business Improvement District Annual Report – Francis Bee, Executive Director, Gallup Business Improvement District
3. First Quarter Strategic Plan Review – Maryann Ustick, City Manager and Jon DeYoung, Assistant City Manager

F. Comments by Public on Non-Agenda Items

G. Comments by Mayor and City Councilors

H. Comments by City Manager and City Attorney

I. Motion to Adjourn

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

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

Minutes

Regular Meeting of October 11, 2016

Minutes of the Regular Meeting of the Gallup City Council, City of Gallup, New Mexico, held in the Council Chambers at Gallup City Hall, 110 West Aztec Avenue, at 6:00 p.m. on Tuesday, October 25, 2016.

The meeting was called to order by Mayor Jackie McKinney.

Upon roll call, the following were present:

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

Presented to the Mayor and Councilors was the Minutes of the Regular Meeting of October 11, 2016.

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

Mayor McKinney recommended moving Discussion/Action Topic #4 to the beginning of the Agenda. There were no objections from the Councilors.

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

4. Request for the Use of City Property Off McKee Drive in Mossman for the Friday, December 2, 2016 Balloon Launch – Bill Lee, Red Rock Balloon Rally Association (RRBRA)

Mr. Lee said the initial proposal to use City owned land at the end of McKee Drive has been reconsidered. Since the location will need to be cleared from sagebrush, there is the possibility of further erosion and dust problems that may occur in the neighborhood. As an alternative, the RRBRA is considering the use of other City owned properties, including Mossman Park, the Sports Complex parking lot as well as various school locations as launch sites for the first day of this year's balloon rally.

Discussion followed concerning the need for centralized launch sites in town for the first day of the balloon rally and the use of alternative locations, including the University of New Mexico-Gallup Campus and Rehoboth McKinley Christian Hospital.

MINUTES

Regular City Council Meeting – 10/25/2016

Page 2

Councilor Kumar made the motion to approve the request for the use of City facilities to be acknowledged at a later time through the City Manager. Seconded by Councilor Landavazo. Roll call: Councilors Kumar, Landavazo, Palochak, Garcia and Mayor McKinney all voted yes.

1. Approval of the Local Liquor Excise Tax Accountability Report for 3rd Quarter Calendar Year 2016 – Debra Martinez, McKinley County DWI Director

Ms. Martinez presented the report which summarizes the use of liquor excise tax funds by local programs and agencies during the third quarter calendar year 2016. The reports are prepared on a calendar year basis to comply with State requirements.

Discussion followed concerning the future of the Juvenile Substance Abuse Crisis Center program, the reduction in the number of protective custody admissions at the Gallup Detox Center and the feedback received by the State Behavioral Health Services Division. Ms. Martinez and Dr. Kevin Foley, Executive Director at the Na’Nizhoozhi Center, Inc. (NCI) answered questions posed by the Mayor and Councilors.

Councilor Garcia made the motion to approve the Local Liquor Excise Tax Accountability Report for the 3rd Quarter Calendar Year 2016. Seconded by Councilor Palochak. Roll call: Councilors Garcia, Palochak, Landavazo, Kumar and Mayor McKinney all voted yes.

2. Approval of Behavioral Health Investment Zone (BHIZ) Fiscal Year (FY) 2017 Strategy and Budget – Maryann Ustick, City Manager

In order to receive BHIZ funding for FY 2017, Ms. Ustick said significant changes were required for this year’s strategy and budget based on guidance received from the State. The changes resulted in less funding for detoxification services; however, it provides more funding for intensive services for the most at-risk clients.

Councilor Palochak made the motion to approve the Behavioral Health Investment Zone Fiscal Year 2017 Strategy and Budget. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

3. Approval of Agreement with Na’Nizhoozhi Center, Inc. (NCI) for Detox and Shelter Care Center Administration, Operation and Intensive Services – Maryann Ustick, City Manager

Ms. Ustick presented the proposed agreement with NCI for detoxification services and

MINUTES

Regular City Council Meeting – 10/25/2016

Page 3

intensive counseling and case management services in accordance with the BHIZ strategy. The proposed agreement will be effective July 1, 2016 in order to utilize FY 2017 BHIZ funding for detoxification services beginning July 1, 2016. The State will allow the City to back bill for the detoxification services since the BHIZ Strategy and Budget was not approved by the State until October 10, 2016. The FY 2017 BHIZ Budget allocates a total of \$242,125 for the agreement with NCI; \$138,125 of the BHIZ allocation will be used for detoxification services and \$104,000 for intensive counseling and case management services. The total amount of the twelve month agreement with NCI is \$1,075,640. Although BHIZ funds and liquor excise tax funds will be used for the agreement, Ms. Ustick said there may be an estimated shortfall of about \$50,000 that will need to be funded by general fund reserves. Overall, she recommended approval of the agreement with NCI in the amount of \$1,075,640 for the twelve month period and approval of a budget adjustment in the amount of \$242,125 to allocate FY 2017 BHIZ funds for the agreement effective July 1, 2016.

Discussion followed concerning the potential shortfall of \$50,000 for the agreement with NCI and the need to request assistance from the federal and tribal governments.

Councilor Palochak made the motion to approve the Agreement with Na’Nizhoozhi Center, Inc. (NCI) for Detox and Shelter Care Center Administration, Operation and Intensive Services. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

Councilor Kumar made the motion to approve a budget adjustment in the amount of \$242,125 to allocate Fiscal Year 2017 Behavior Health Investment Zone funds for the Agreement with NCI. Seconded by Councilor Palochak. Roll call: Councilors Kumar, Palochak, Landavazo, Garcia and Mayor McKinney all voted yes.

5. Request for Street and Alley Closures for the Second Street Arts Festival to be Held Saturday, November 19, 2016 – Marla Chavez, GallupARTS

Ms. Chavez presented the request for the closure of Second Street between Aztec Avenue and Coal Avenue and the alleyway between First and Third Streets for the event. Ms. Chavez answered questions concerning plans for the event should there be inclement weather.

Councilor Garcia made the motion to approve the request as presented for street and alley closures for the Second Street Arts Festival to be held Saturday, November 19, 2016. Seconded by Councilor Landavazo. Roll call: Councilors Garcia, Landavazo, Palochak, Kumar and Mayor McKinney all voted yes.

MINUTES

Regular City Council Meeting – 10/25/2016

Page 4

6. Approval of Design/Build/Operate (DBO) Contract with CH2M Hill for the Operation of the Wastewater Treatment Plant – Dennis Romero, Water and Sanitation Director

Mr. Romero said the proposed DBO Contract with CH2M Hill is currently under review by attorneys for both CH2M Hill and the City. As an alternative, he recommended approval of a 30-day extension of the temporary Professional Services Agreement with CH2M Hill through November 30, 2016 for the operation of the wastewater treatment plant. Once the DBO contract has been finalized, it will be presented to the Mayor and Councilors for approval.

Councilor Landavazo made the motion to approve the Amendment of the current 30-day Professional Services Agreement between the City of Gallup and CH2M Hill to allow for operation of the wastewater treatment plant by CH2M Hill through November 30, 2016. Seconded by Councilor Palochak. Roll call: Councilors Landavazo, Palochak, Garcia, Kumar and Mayor McKinney all voted yes.

7. Ordinance No. C2016-11; An Ordinance Amending Title 8, Chapter 6 (Service Rates and Charges) to the City of Gallup Municipal Code, By Amending and Adding Language to Create Solid Waste Fees for Access to Refuse Containers in Enclosures, Container Locks and Charges for Temporary Service – Dennis Romero, Water and Sanitation Director

Adrian Marrufo, Solid Waste Superintendent, provided an overview of the proposed fees to be included in the City Code for gate access, hauling construction debris to the regional landfill in Thoreau and roll-off container rentals.

Discussion followed concerning the consistency of the fees and procedures used by the Northwest New Mexico Regional Solid Waste Authority and other cities in the state and the use of the automatic container locking mechanisms.

Councilor Garcia made the motion to approve Ordinance No. C2016-11. Seconded by Councilor Kumar. Roll call: Councilors Garcia, Kumar, Landavazo, Palochak and Mayor McKinney all voted yes.

8. Approval of Budget Adjustment for Design and Construction of 12-Inch Waterline Within Gurley Avenue to Provide Enhanced Water Service to UNM-Gallup – Dennis Romero, Water and Sanitation Director

Mr. Romero said the City will solicit bids and manage the project for UNM-Gallup in accordance with the Intergovernmental Services Agreement approved by both parties

MINUTES

Regular City Council Meeting – 10/25/2016

Page 5

earlier this year. UNM will reimburse the City for the costs of design and construction of the project up to \$542,502.65 using General Obligation Bond funding. If the City can complete the waterline before the General Obligation Bond funding expires on June 30, 2017, UNM has agreed to further reimburse the City up to \$572,796.95 to coat a 1.5 million gallon reservoir, which is being built as part of Reach 27.13 of the Navajo Gallup Water Supply Project (NGWSP). Mr. Romero recommended the approval of a budget adjustment/transfer from fund balance of approximately \$542,502.65 from the Water Enterprise Fund to complete the design and construction of the 12-inch Gurley Avenue waterline.

Councilor Landavazo made the motion to approve the budget adjustment for the design and construction of a 12-inch waterline within Gurley Avenue to provide enhanced water service to UNM-Gallup. Seconded by Councilor Palochak. Roll call: Councilors Landavazo, Palochak, Garcia, Kumar and Mayor McKinney all voted yes.

9. Resolution No. R2016-42; First Quarter Fiscal Year 2017 Budget Adjustments and Report of Actuals – Patty Holland, Chief Financial Officer

Ms. Holland presented the proposed Resolution which encompasses all budget changes processed July 1, 2016 through September 30, 2016. She provided an overview of the budget adjustments as well as the Report of Actuals for the quarter.

Councilor Palochak made the motion to approve Resolution No. R2016-42. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

10. Approval of Budget Adjustment for Municipal Court – Patty Holland, Chief Financial Officer

Ms. Holland presented the proposed budget adjustment for Municipal Court in the amount of \$25,000 for a State grant to be used for computers and related expenses.

Councilor Garcia made the motion to approve the budget adjustment for Municipal Court as presented. Seconded by Councilor Palochak. Roll call: Councilors Garcia, Palochak, Landavazo, Kumar and Mayor McKinney all voted yes.

11. Approval of Agreement and Acceptance of Easement from DePauli Rentals, LLC for Reach 27.13 of the Navajo Gallup Water Supply Project – George Kozeliski, City Attorney

Mr. Kozeliski presented the agreement to obtain an easement at no charge from

MINUTES

Regular City Council Meeting – 10/25/2016

Page 6

DePauli Rentals over property it owns for a waterline to the new tank to be constructed on Diocese of Gallup land. In exchange for the 290-foot easement, the City will provide one water tap to DePauli Rentals.

Councilor Landavazo made the motion to approve the agreement and acceptance of an easement from DePauli Rentals, LLC for Reach 27.13 of the Navajo Gallup Water Supply Project. Seconded by Councilor Kumar. Roll call: Councilors Landavazo, Kumar, Garcia, Palochak and Mayor McKinney all voted yes.

12. Approval of Agreement and Acceptance of Three (3) Easements from Gallup Land Partners, LLC for Reach 27.13 of the Navajo Gallup Water Supply Project – George Kozeliski, City Attorney

Mr. Kozeliski said Gallup Land Partners is granting three separate easements to the City at no charge over different tracts of land they own. The proposed agreement is slightly different than the other standard agreements for the NGWSP due to the substantial amount of land being donated by Gallup Land Partners through the easements. The City will provide Gallup Land Partners with water taps at intervals of no more than one per 2,000 feet and the placement of the taps will be coordinated with Gallup Land Partners' representatives on the ground during construction. The easements to be provided by Gallup Land Partners will complete the acquisition of right-of-way to the new water tank to be constructed on Diocese of Gallup land.

Councilor Palochak made the motion to approve the agreement and acceptance of three (3) easements from Gallup Land Partners, LLC for Reach 27.13 of the Navajo Gallup Water Supply Project. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

13. Approval of Settlement Agreement on G-22 Water Rights Litigation with the Protestants Tri-State Generation and Transmission Association, Inc. and Western Refining Southwest, Inc. – George Kozeliski, City Attorney

Mr. Kozeliski presented the proposed settlement agreement with Tri-State Generation and Transmission Association, Inc. and Western Refining Southwest, Inc. Both parties are the main protestants to the City's G-22 Permit Application with the State Engineer for access to the San Andreas/Glorieta aquifer. Mr. Kozeliski provided a synopsis of the terms of the settlement agreement which is subject to approval by the State Engineer.

Marc DePauli, DePauli Engineering and Surveying, answered questions regarding the costs for baseline monitoring of the wells required under the proposed settlement agreement.

MINUTES

Regular City Council Meeting – 10/25/2016

Page 7

Councilor Palochak made the motion to approve the Settlement Agreement on G-22 Water Rights Litigation with the Protestants Tri-State Generation and Transmission Association, Inc. and Western Refining Southwest, Inc. Seconded by Councilor Landavazo. Roll call: Councilors Palochak, Landavazo, Kumar, Garcia and Mayor McKinney all voted yes.

14. Approval to Change the Date of the November 8, 2016 Regular City Council Meeting to November 9, 2016 at 6:00 P.M. – Maryann Ustick, City Manager

Due to the upcoming General Election, Ms. Ustick said there has been a recommendation to change the date of the next Regular Meeting to November 9, 2016 at 6:00 P.M.

Councilor Garcia made the motion to change the date of the November 8, 2016 Regular City Council Meeting to November 9, 2016 at 6:00 P.M. Seconded by Councilor Kumar. Roll call: Councilors Garcia, Kumar, Landavazo, Palochak and Mayor McKinney all voted yes.

Presented to the Mayor and Councilors was the following Presentation and Information Item:

1. First Quarter Film Liaison Activity Report – Lisa Rodriguez, Film Liaison

Ms. Rodriguez provided an overview of her activities during this past quarter, including the completed productions to be aired this fall, the Interdisciplinary Film and Digital Media (IFDM) Program at UNM-Gallup and the recommendations provided by the Deputy Director of the State Film Office during his recent visit.

Councilor Kumar made the motion to adjourn into closed session for the purpose of discussing pending or threatened litigation pertaining to the City of Gallup's G-22 Water Rights Acquisition. Seconded by Councilor Landavazo. Roll call: Councilors Kumar, Landavazo, Palochak, Garcia and Mayor McKinney all voted yes.

The Mayor and Councilors adjourned into closed session pursuant to §10-15-1-H(7) NMSA 1978 Comp. (as revised).

Following the closed session, Councilor Palochak made the motion to reconvene the Regular Meeting. Seconded by Councilor Kumar. Roll call: Councilors Palochak, Kumar, Garcia, Landavazo and Mayor McKinney all voted yes.

MINUTES

Regular City Council Meeting – 10/25/2016

Page 8

Mr. Kozeliski certified for the record that the matters discussed during the closed session was limited to pending or threatened litigation pertaining to the City of Gallup's G-22 Water Rights Acquisition.

Comments by Public on Non-Agenda Items

Melissa and Anthony Ramirez addressed the Mayor and Councilors to express their concerns with the damage that was done to their property as a result of a major waterline brake at Fifth Street and Hill Avenue. The waterline break occurred on September 14, 2016 and a second break occurred earlier in the day. Following a lengthy discussion on the matter, Mr. Kozeliski and Jon DeYoung, Assistant City Manager, were instructed to work with the insurance adjuster during the scheduled site visit and to put a demand on the City's insurance provider to resolve the problem as soon as possible.

Steve Garcia addressed the Mayor and Councilors to express his concerns with the hole that exist in his mother's driveway as a result of the aforementioned waterline breaks. Following discussion, Mr. DeYoung was instructed to meet with Mr. Garcia on the following day to see what could be done to resolve the problem.

Comments by Mayor and City Councilors

Councilor Palochak said she cares about the families that were affected by the waterline breaks at Fifth Street and Hill Avenue. She expended her own personal funds to hire workers to help place sandbags and to remove wet material from the homes where the water damage occurred. Councilor Palochak also thanked those who were involved in the breast cancer awareness walk and activities.

Councilor Landavazo shared his personal experience in dealing with his insurance company when a portion of the roof of his house collapsed into his bedroom as a result of excessive winds. He knows the hearts of City staff as they will work to achieve resolution for the families affected by the waterline breaks.

Councilor Kumar said the City has taken steps to replace the affected water main. As the Navajo Gallup Water Supply Project advances, pressure is being placed on the City's older system. As a business owner, he knows that it is a waiting game when it comes to dealing with insurance companies. He knows City staff will do their best to help the families affected by the waterline breaks. He will also help them as well.

Mayor McKinney said he knows the matter will be resolved and he looks forward to the short amount of time when the Ramirez's have their home.

MINUTES

Regular City Council Meeting – 10/25/2016

Page 9

Comments by City Attorney and City Manager

At the request of Ms. Ustick, Dennis Romero, Water and Sanitation Director, provided an update on the emergency water project. A summary of the emergency water project is attached hereto, marked as "Exhibit A" and made a part of these official Minutes. At the request of Councilor Garcia, Mr. Romero provided an overview of the work to be done to address the safety issues with regard to the collapsing streets and sidewalks in the area of Fifth Street and Hill Avenue. Ms. Ustick was instructed to follow up with City staff concerning the plan to address the safety issues at the affected location. Ms. Ustick said she and City staff will follow up on all of the comments made by the Mayor and Councilors during the meeting. She advised that they will do everything in their power to mitigate the impact on the neighborhood and to prevent the problem from ever happening again.

There being no further business, Councilor Palochak made the motion to adjourn the meeting. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

Jackie McKinney, Mayor

ATTEST:

Alfred Abeita II, City Clerk

October 25th City Council Meeting

Update on Infrastructure Repairs

2nd Street Crossing

- Emergency Procurement to NM Underground
- Contract sent to NM Underground
- Anticipated Start - Week of October 31st
- Work should be completed in 1.5 to 2 weeks

Ellison Road Crossing

- Accelerated Bid awarded to NM Underground
- Contract sent to NM Underground
- Anticipated Start - Week of November 14th at latest
- Work should be completed in 2 to 4 weeks

5th Street Main

- Bid to be let out on or near November 5th
- 10 working days for bid
- Bid opening on or near November 21st
- Anticipated Start – first week in December
- Work to take ~6-12 weeks

Notes –

1. Need to finish 2nd Street and Ellison Crossings before starting 5th Street Main.
2. Grandview Tank Project Dependent upon completing Ellison Road and 2nd Street Crossings
3. Want to let out Grandview Tank Project for Bids during first week in January

Discussion/Action Topic 1

Ordinance No. C2016-12;

An Ordinance Concerning the Sustainable Gallup Board, Repealing and Replacing Title 2, Chapter 1, Sections 1 Through 4 of the Municipal Code of the City of Gallup in its Entirety

Dennis Romero, Water and Sanitation Director



**CITY OF
GALLUP**

COUNCIL SUMMARY FORM

MEETING DATE: November 9, 2016

SUBJECT: Ordinance No. C2016-12: concerning the Sustainable Gallup Board - repealing and replacing Title 2, Chapter 1, Sections 1 through 4 of the Municipal Code of the City of Gallup, New Mexico, in its entirety.
DEPT. OF ORIGIN: SGB Board
DATE SUBMITTED: November 1, 2016
SUBMITTED BY: Bill Bright

Summary: The Sustainable Gallup Board updated the Sustainable Gallup Board Ordinance 2014-8 with revisions from citizens via a series of facilitated public participation sessions.

Fiscal Impact: None

Reviewed By: Patty Holland
Finance Department

Attachments: **ORDINANCE NO. 2016-12: an Ordinance concerning the Sustainable Gallup Board, repealing and replacing Title 2, Chapter 1, Sections 1 through 4 of the Municipal Code of the City of Gallup, New Mexico, in its entirety.**

Legal Review:

Approved As To Form: [Signature]
City Attorney

Recommendation:

It is staff's recommendation that the Mayor and Council approve Ordinance No. C2016-12.

Approved For Submittal

[Signature]

Department Director

[Signature]
City Manager

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No.: _____ Continued To: _____
Ordinance No.: _____ Referred To: _____
Approved: _____ Denied: _____
Other: _____ File: _____

ORDINANCE NO. C2016-12

AN ORDINANCE CONCERNING THE SUSTAINABLE GALLUP BOARD, REPEALING AND REPLACING TITLE 2, CHAPTER 1, SECTIONS 1 THROUGH 4 OF THE MUNICIPAL CODE OF THE CITY OF GALLUP, NEW MEXICO, IN ITS ENTIRETY

WHEREAS, sustainability is a working concept which refers to taking care of present needs without compromising the ability to meet the needs of future generations; and

WHEREAS, sustainability planning by a citizen-based group is an increasingly popular and common practice among forward-looking cities; and

WHEREAS, sustainable cities which engage citizens' passions for enhancing their quality of living tend to be both economically and socially successful; and

WHEREAS, the City of Gallup values a diverse and inclusive advisory board process which can assist the Mayor and Council function efficiently and relevantly in its policy making capacity; and

WHEREAS, the City Council assumes that the interests of commerce in city government are represented by the Chamber of Commerce, the Economic Development Corporation, the Business Improvement District, the Council of Governments, etc. The Sustainable Gallup Board is to follow the premise that our natural surroundings have an impact on public and environmental health; this premise being necessary for the long term sustainability and quality of life in the City of Gallup, and in consideration of its residents whose health and wellness may be adversely affected by governmental decisions.

WHEREAS, the "Sustainable Gallup Board" shall be composed of Gallup citizens and representatives from various non-profit and for-profit entities interested in community development.

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

Section 1. Sections 2-1-1 through 2-1-4 of the Municipal Code of the City of Gallup is hereby repealed and replaced in its entirety with the following new Sections 2-1-1 through 2-1-4:

2-1-1: ESTABLISHMENT:

The Gallup City Council, possessing all the powers granted to municipal home rule corporations under the statutes of the State of New Mexico, and its Charter, hereby establishes a board to be known as the "Sustainable Gallup Board" (SGB).

2-1-2: POWERS:

The role of the SGB shall be that of advising the City Council on policy matters relative to energy, water and recycling issues and, within this context, to execute the following responsibilities:

A. Receive, consider and evaluate reports and presentations from individuals, city staff, public and private organizations and make recommendations on them to the City Manager and to the City Council, as appropriate.

B. Review and recommend sustainable policies and programs.

2-1-3: BYLAWS OF THE BOARD:

Name: The name of this board is the "Sustainable Gallup Board" (SGB).

Definition: Sustainability, as defined by the United Nations' appointed Brundtland Commission, is a way of life that "meets the needs of the present without compromising the ability of future generations to meet their own needs." It is the capacity to endure. Sustainability encompasses the three pillars of environmental health, economic vitality and social equity.

A. Premise, Mission and Operational Principals:

1. Premise: The City Council assumes that the interests of commerce in city government are represented by the Chamber of Commerce, the Economic Development Corporation, the Business Improvement District, the Council of Governments, etc. The SGB is to follow the premise that our natural surroundings have an impact on public and environmental health; this premise being necessary for the long term sustainability and quality of life in the City of Gallup, and in consideration of its residents whose health and wellness may be adversely affected by governmental decisions.
2. Mission: Monitor activities of commerce and governance that come before the City Council that may impact the environment; including air and water quality, diversion of solid waste, and other environmental matters.
3. Operational Principles: The SGB shall receive input and concerns from area citizens, and assignments from the Mayor and City Council. The board will utilize scientific, peer-reviewed primary sources for its data and fact gathering. It will advise the city regarding wording and interpretation of environmentally

related surveys and documents. The SGB shall advise the Mayor and City Council on these matters, as needed.

B. Membership:

1. Board Members:

- a. **At large members (voting members):** the Board shall consist of up to seven (7) members appointed by the Mayor, with City Council approval; and will strive to represent the diverse cultural, political and social interests of Gallup and the surrounding communities.
- b. **Board members shall have an interest in and concern for sustainability, as defined in section 2-1-3 of this document.**
- c. **Ex-officio members (non-voting):**
 - (1) One or more representatives from the City of Gallup including the Conservation Coordinator, or similar representative; **including supervisors and directors from the City of Gallup Utility Departments** as may be appropriate.
 - (2) One member from Northwest New Mexico Council of Governments NWNMCOG.
 - (3) **One member from Northwest New Mexico Regional Solid Waste Authority (NWNMRSWA).**

2. Term of Board Members:

- a. **At large members:** Will serve initial staggered terms of two (2) and four (4) years, with fifty percent (50%) of the members serving each such initial staggered term periods, to be drawn by random lots. All subsequent terms shall be for four (4) years.
- b. **City employee members:** will hold their **Ex-officio status** based on their employment position **and/or assignment.**

3. Vacancies:

a. A vacancy or vacancies in the board will be deemed to exist upon:

(1) the death or removal of any board member;

(2) an increase of the authorized number of board members; or

(3) a board member giving written notice to the Chairperson of his/her resignation. Once a board member resigns their position, their resignation may not be rescinded.

b. The board may seek a replacement from the Mayor and Council for a board member any time a vacancy/vacancies arises. Vacancies will be filled within thirty (30) days. No reduction of the authorized number of board members will remove any board member from office.

c. Vacancies caused by expiration of the member's term shall be filled by the Mayor, with City Council approval.

4. Removal: The affirmative vote of the majority of the board members present at a called meeting at which a quorum is present may remove, by majority vote, an "at large" member from the board. Any member who has three (3) consecutive meeting absences may be automatically removed from the board.

5. Compensation: Board members will not receive any compensation for their services; however, the board may recommend the reimbursement of a member's actual and necessary expenses incurred in the conduct of the business of the board.

6. Board Meetings:

a. The board will meet at such locations as designated by the Chairperson of the board and concurred with by the board.

b. The board will adopt a resolution stating the time and place for holding regular meetings and shall comply with the Open Meetings Act of the State of New Mexico.

- c. Special meetings of the board may be called by the Chairperson. All special meetings will be noticed in advance and will comply with the provisions of the Open Meetings Act of the State of New Mexico.
- d. Minutes taken at board meetings will be distributed prior to the next board meeting and official action will be taken thereon.

7. Quorum and Voting:

- a. The majority of the board members in office will be deemed a quorum for the transaction of business at any meeting of the board. If the number of board members diminishes during the meeting, business may still be acted upon, providing the number of votes needed to pass items when a quorum was originally present is achieved.
- b. The act of a majority of the board members present at a meeting at which a quorum is present will be the act of the board, unless the act of a greater number is required by law or by these bylaws. **Vote will be taken by roll-call.**
- c. Each board member will have one vote on matters which come before the board. No proxy votes are allowed.
- d. **Ex-officio members are nonvoting members and do not count as quorum members.**

8. Conflict of Interest:

- a. Each member of the board shall disclose the nature and extent of any potential conflict of interest. **Each member must certify annually that no conflict of interest exists.**
- b. No member of the board may use information, not a matter of public record, obtained because of board membership, for personal pecuniary gain.

C. Officers:

1. Officers: The officers of the board will be a Chairperson, Vice Chairperson, Secretary and such other officers as may be elected, in accordance with the provisions of this subsection C. The board may elect or appoint such other officers as it will deem desirable. Such officers will have the authority to perform the duties prescribed.
 - a. Chairperson: The Chairperson will be the principal officer of the organization. The Chairperson will preside at all meetings of the board and perform all duties incident to the office, and such other duties as from time to time may be assigned by the board. The Chairperson is a nonvoting member of all committees to which the board has not otherwise appointed the Chairperson.
 - b. Vice Chairperson: In the absence of the Chairperson, or in the case of the Chairperson's inability or refusal to act, the Vice Chairperson of the board will perform the duties of the Chairperson and when so acting, will have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson will perform such other duties as from time to time may be assigned by the Chairperson or by the board.
 - c. Secretary: The Secretary will keep minutes of the meetings of the board in one or more books provided for that purpose; issue all notices in accordance with the provision of these bylaws or as required by law; maintain a membership list and a register of the mailing address of each member; and overall, perform all duties incident to the office of secretary, and such other duties as from time to time may be assigned by the Chairperson or by the board. **A copy of the approved and signed minutes will be forwarded to the City Clerk.**
2. Election Of Board Officers And Creation Thereof: The board members themselves will elect its officers.
 - a. Office will be held until removed, or until a new election is held.
 - b. Re-election of officers **shall be held annually**. An election to replace officers may be held whenever called for by majority vote.
 - c. New offices may be created and filled at any meeting of the board.

3. Removal: Any officer elected or appointed by the board may be removed by the board whenever in its judgment the best interest of the board would be served by that removal, subject to the rights, if any, of any officer under any contract of employment.

D. Committees:

1. General And Ad Hoc Committees:

- a. The board may, by resolution, designate one or more committees to serve at the pleasure of the board. Any committee, to the extent provided in the resolution of the board, will have the authority of the board; except that no committee, no matter the board resolution, may:

- (1) Take any final action on matters which under these bylaws also requires approval of the board;

- (2) Fill vacancies on any committee;

- (3) Amend or repeal any resolution of the board;

- (4) Appoint any other committees of the board or the members of these committees;

- (5) Expend funds or approve any transaction.

- b. Each committee will consist of three (3) or more members appointed by the board.

- c. Any committee may establish subcommittees to facilitate the conduct of its business.

- E. Parliamentary Authority: The board will operate using consensus, when possible. Otherwise, the rules contained in "Robert's Rules Of Order", latest edition, will govern the board in all cases to which they are applicable and in which they are consistent with these bylaws.

F. Annual Report: The board will report its activities to the Gallup City Council, at least annually. Such reports, or a summary thereof, will be provided to each Council person and board member and published in such organization publications as the board will designate.

2-1-4: GENERAL PROVISIONS:

- A. City Manager And Other Offices Of The City: The City Manager and other offices of the city will cooperate with and support the intent of this chapter and assist the board and its officers and members in carrying out their responsibilities.
- B. Records: All records that may develop as a result of this chapter will be open for inspection to any inquiring individual and entity at all reasonable times, as required by law.
- C. Amendments To Bylaws: Amendments to these bylaws may be proposed and submitted by the board to the City Council for appropriate action.

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

PASSED, ADOPTED AND APPROVED this 9th day of November, 2016.

CITY OF GALLUP, NEW MEXICO

By: _____
Jackie McKinney, Mayor

ATTEST:

Alfred Abeita II, City Clerk

Discussion/Action Topic 2

**Re-appointment of Gerald O'Hara and the Appointment
of Rebecca Murphy to the Sustainable Gallup Board**

Mayor Jackie McKinney

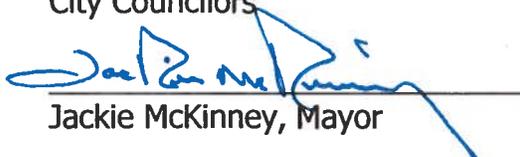


CITY OF GALLUP
OFFICE OF THE MAYOR
STATE OF NEW MEXICO

November 2, 2016

MEMORANDUM

TO: City Councilors

FROM: 
Jackie McKinney, Mayor

RE: Sustainable Gallup Board

The terms of Gerald O'Hara and Jo Ann Benenati will expire in December 2016. At this time, Mr. O'Hara has indicated that he is willing to serve another term; however, Ms. Benenati has asked not to be re-appointed to the Board.

Rebecca Murphy has expressed interest in serving on the Sustainable Gallup Board. Therefore, I recommend the appointment of Ms. Murphy as well as the re-appointment of Mr. O'Hara to the Board.

We appreciate Mr. O'Hara's and Ms. Murphy's willingness and commitment to serve as members of the Board. We also would like to express our gratitude and appreciation to Ms. Benenati for her service to the City.

Thank you for your consideration of this request.

Discussion/Action Topic 3

**Approval of Design/Build/Operate (DBO) Contract with CH2M Hill
for the Operation of the Wastewater Treatment Plant**

Dennis Romero, Water and Sanitation Director

(Note: supporting documentation will be provided prior to the meeting)

Discussion/Action Topic 4

Construction Contract Award for New Airport Fuel Farm Phase 2

Stan Henderson, Public Works Director



CITY OF GALLUP
COUNCIL STAFF SUMMARY FORM

MEETING DATE: 8 November 2016

SUBJECT: NEW AIRPORT FUEL FARM PH 2; CONSTRUCTION CONTRACT AWARD for
DEPT. OF ORIGIN: Public Works/City Engineering
DATE SUBMITTED: 24 October 2016
SUBMITTED BY: Stanley Henderson, Public Works Director

Summary: Phase 1 of the new Airport Fuel Farm provided for single aircraft refueling. Phase 2 adds the capability for bulk refueling of multiple aircraft such as military helicopter hops.

Engineer of record is Armstrong Consultants. Time for completion is 14 calendar days plus long material lead time. Say 60 calendar days.

Bids were opened on 11 August 2016. But low (single) bidder was declared nonresponsive due to non-submission of a bid bond. In addition, the low bid exceeded the project budget.

Bids were re-advertised and opened on 28 September 2016. Apparent low bidder is Eaton Sales & Services with an \$88,500 total bid for the base bid and three bid alternatives. Eaton Sales is the sole bidder. See enclosure (1) for bid tab.

Fiscal Impact:

Reviewed By: _____

Patty Holland

Finance Department

Project is a line item within the City's approved 2016-2017 Community Improvement Plan. Additional project funding has also been secured from NMDOT Aviation:

City Funding	18.1801%	\$18,904.00	LI 308-1535-446.44-30 ✓
State Funding	81.8199%	\$85,078.00	GUP-17-01
	<u>100.0000%</u>	<u>\$103,982.00</u>	

Project budge estimate is provided as enclosure (2).

Enclosures:

- (1) Bid Tab dtd 09/28/16
- (2) Estimated Project Budget dtd 10/21/16
- (3) ACI ltr dtd 11 Oct 16
- (4) Aviation Grant Agreement Incl Amendment #1

Legal Review

Approved As To Form: _____

[Signature]

City Attorney

Recommendation: Staff considers Eaton Sales & Services' bid to be a responsive, fair, and reasonable price. Accordingly, Staff recommends award to Eaton Sales & Services in the amount of \$94,231.88 for the base bid, bid alternative #1, and bid alternative #2 including NMGRT. A/E's concurrence is provided as enclosure (3).

Staff also recommends that authorization be given for the Mayor to execute all NMDOT Aviation grant documents related to this project. See enclosure (4).

<p>Approved For Submittal By:</p> <p><i>V/R Stanley Hernandez</i> _____ Department Director</p> <p><i>[Signature]</i> _____ City Manager</p>	<p>CITY CLERK'S USE ONLY COUNCIL ACTION TAKEN</p> <table><tr><td>Resolution _____</td><td>Continued _____</td></tr><tr><td>No.: _____</td><td>To: _____</td></tr><tr><td>Ordinance _____</td><td>Referred _____</td></tr><tr><td>No.: _____</td><td>To: _____</td></tr><tr><td>Approved: _____</td><td>Denied: _____</td></tr><tr><td>Other: _____</td><td>File No.: _____</td></tr></table>	Resolution _____	Continued _____	No.: _____	To: _____	Ordinance _____	Referred _____	No.: _____	To: _____	Approved: _____	Denied: _____	Other: _____	File No.: _____
Resolution _____	Continued _____												
No.: _____	To: _____												
Ordinance _____	Referred _____												
No.: _____	To: _____												
Approved: _____	Denied: _____												
Other: _____	File No.: _____												

AIRPORT FUEL FARM CONSTRUCTION PRJ
PH 2 - BULK FUELING
Estimated Project Budget

Line Item Description	Weight	Estimated Amounts	SubTotals	Comments
PROJECT REVENUE			\$ 103,982.00	
City General Funds		\$ 9,450.00		LI 308-1535-446.44-30
Fiscal Agency Costs				
City Enterprise Funds				
City Bond Funds				
Legislative Funding				
Other Public Funding				
NMDOT Aviation Grant		\$ 65,000.00		GUP-17-01
... City Match		\$ 7,222.00		
NMDOT Aviation Grant		\$ 20,078.00		GUP-17-01 Amendment #1
... City Match		\$ 2,232.00		
Private Sector Funding				
PROJECT EXPENDITURES				
Project Planning	0.0000%		\$ -	
Feasibility Study				
Property Acquisition				
NM Gross Receipt Tax	7.1875%	\$ -		
Cooperative Educational Services SIOH	0.0000%	\$ -		
Project Development	0.0000%		\$ -	No Cost Development.
Independent Cost Estimate				
A/E Design Proposal				
A/E Design Changes				
Project Certifications				
Special Reports				
Public Participation/Input				
Material Submittal Review				
NM Gross Receipt Tax	7.1875%	\$ -		
Cooperative Educational Services SIOH	0.0000%	\$ -		
Project Delivery	0.3412%		\$ 321.56	No Cost Delivery
Independent Cost Estimate				
Contract/Grant Administration				
Bid Assistance		\$ 300.00		
QA Inspections				
QA Material Testing				
IA Material Testing				
NM Gross Receipt Tax	7.1875%	\$ 21.56		
Cooperative Educational Services SIOH	0.0000%	\$ -		
Construction	100.0000%		\$ 94,231.88	\$87,000.00
Base Bid				
1 Bulk Fueling Modifications		\$ 59,220.00		Eaton Bid 09/28/16 \$ 59,220.00
Bid Additives				
1 Jet A Self Serve Fuel Dispenser		\$ 14,755.00		Eaton Bid 09/28/16 \$ 14,755.00
2 AVGAS Self Serve Fuel Dispenser		\$ 13,025.00		Eaton Bid 09/28/16 \$ 13,025.00
3 Replace Jet A Dispenser Hose				\$ 1,500.00
NM Gross Receipt Tax	8.3125%	\$ 7,231.88		
Cooperative Educational Services SIOH	0.0000%	\$ -		
Construction Changes	0.0000%		\$ -	
1				
2				
NM Gross Receipt Tax	8.3125%	\$ -		
Cooperative Educational Services SIOH	1.0000%	\$ -		
Incidental Costs	10.0000%	\$ 9,423.19	\$ 9,423.19	
Total Estimated Costs			\$ 103,976.63	
NWCOG Fiscal Agency SIOH	0.0000%			

Enclosure (2)

AIRPORT FUEL FARM CONSTRUCTION PRJ
 PH 2 - BULK FUELING
 Estimated Project Budget

Grand Total Estimated Costs	\$ 103,976.63
PROJECT BALANCE	\$ 5.38

123 Soft Number (Estimate)
 123 Hard Number (PO or Contract)

COST RECAP

Indirect Costs	0.0000%	\$	-	\$	-	
Project Planning	0.0000%	\$	-			Architect/Engineer
Project Development	0.0000%	\$	-			Architect/Engineer
Direct Costs	100.0000%			\$	94,553.44	
Project Delivery	0.3401%	\$	321.56			Architect/Engineer
Construction Award	99.6599%	\$	94,231.88			Construction Contractor
Construction Changes		\$	-			Construction Contractor
Total Project Costs	100.0000%			\$	94,553.44	
Contingency		\$	9,423.19			
		\$	103,976.63			CHECKSUM

Architect/Engineer's Cost	0.3401%	\$	321.56		
Construction Contractor Costs	99.6599%	\$	94,231.88		
	100.0000%	\$	94,553.44		CHECKSUM

FUNDING RECAP

City Funding	18.1801%	\$	18,904.00		LI 308-1535-446.44-30
State Funding	81.8199%	\$	85,078.00		GUP-17-01
	100.0000%	\$	103,982.00		



October 11, 2016

Mr. Stanley Henderson
Director of Public Works
110 W. Aztec Ave.
Gallup, New Mexico 87301

**RE: Gallup Municipal Airport - Aviation Fuel System Modifications
Recommendation of Award
NMDOT Grant No. GUP 17-01
City Bid No. 1620**

Mr. Henderson:

As you are aware, bids were opened for the bid (rebid) of the above-mentioned project, which consists of Schedule I and three additive alternative bid items, on September 28, 2016 at 2:00 p.m. at City of Gallup, City Hall. The original bid took place on August 11, 2016.

The project was advertised in the Albuquerque Journal and local paper for four (4) weeks and was listed in the advertisements of three (3) national plan rooms. Three (3) contractors and suppliers obtained plans from Armstrong Consultants, Inc. A pre-bid meeting was not held, but bidders were encouraged to visit the project site and talk with the FBO, Engineer, and airport management to ensure that they understood the scope and intent of the project.

Only one (1) bid was received for the construction project and was from Eaton Sales and Service. However, the project had been previously bid on August 11, 2016 and had received one (1) bid from Pluma Construction. The contract was not awarded to Pluma Construction because the bid was declared non-responsive due to a lack of a bid bond submitted with the bid packet and the bid price greatly exceeded the project budget. Pluma Construction did not participate in this rebid.

The bid received was reviewed for math errors and other items of responsiveness. A general review of the bid is summarized in the following table:

The following table shows the relationship of the bids to the Engineer's estimate:

CONTRACTOR	SCHEDULE I	ADD ALT 1	ADD ALT 2	ADD ALT 3	TOTAL
Eaton Sales and Service LLC	\$59,220.00	\$14,755.00	\$13,025.00	\$1,500.00	\$88,500.00
ENGINEERS ESTIMATE	\$60,000.00	\$15,000.00	\$12,500.00	\$3,000.00	\$90,500.00

Colorado
861 Rood Avenue
Grand Junction, CO 81501
T: 970.242.0101
F: 970.241.1769

Arizona
2345 S. Alma School Road
Suite 208
Mesa, AZ 85210
T: 602.803.7079
F: 480.632.0760

New Mexico
2305 Renard Place SE
Suite 210
Albuquerque, NM 87106
T: 505.508.2192
F: 505.508.2795

www.armstrongconsultants.com

Enclosure (3)

Mr. Stanley Henderson
 October 11, 2016
 Page 2

The budget for the project including state and local funds is shown below:

PROJECT BUDGET	STATE 90%	SPONSOR 10%	TOTAL
SCHEDULE I	\$53,298.00	\$5,922.00	\$59,220.00
NMGRT 8.3125%	\$4,430.40	\$492.26	\$4,922.66
TOTAL SCHEDULE 1	\$57,728.40	\$6,414.26	\$64,142.66
ADDITIVE ALTERNATIVE 1	\$13,279.50	\$1,475.50	\$14,755.00
ADDITIVE ALTERNATIVE 2	\$11,722.50	\$1,302.50	\$13,025.00
ADDITIVE ALTERNATIVE 3*	-	-	-
NMGRT 8.3125%	\$2,078.29	\$230.92	\$2,309.21
CONSTRUCTION TOTAL	\$27,080.29	\$3,008.92	\$30,089.21
Engineering and Construction	-	-	-
NMGRT 8.3125%	-	-	-
DESIGN SERVICES TOTAL	-	-	-
Administration	\$270.00	\$30.00	\$300.00
TOTAL	\$85,078.69	\$9,453.18	\$94,531.87

*Not awarded

PROJECT BUDGET SUMMARY		
STATE 90%	LOCAL 10%	TOTAL
\$85,078.69	\$9,453.18	\$94,531.87

We recommend awarding Schedule I, Additive Alternative I and Additive Alternative II, to Eaton Sales and Service, LLC for the amount of \$87,000.00, without NMGR. Awarding Additive Alternative III is not recommended as it is unnecessary if Additive Alternative I is awarded. The State grant amount will be for \$85,078.69. The remaining balance will be paid for by the Sponsor.

Sincerely,

ARMSTRONG CONSULTANTS, INC.


 Eric F. Rivera
 Airport Engineer

EFR:tt

cc: Ms. Jane Lucero, NMDOT-AD

encl: Bid Tab



ARMSTRONG CONSULTANTS, INC.
 2305 Renard Place SE, Suite 210
 Albuquerque, NM 87106

GALLUP MUNICIPAL AIRPORT
 CITY BID No. 1617
 ACI No. 146223

NM Office: (505) 508-2192 Fax: (505) 508-2795

BID DATE: SEPTEMBER 28, 2016 2:00 P.M. (REBID)

BID TABULATION

SCHEDULE I – Aviation Fuel System MODIFICATIONS

<u>ITEM</u>	<u>QUAN.</u>	<u>UNIT</u>	<u>ENGINEER'S ESTIMATE</u>	<u>EATON SALE & SERVICE</u>
			<u>UNIT PRICE</u> <u>EXTENSION</u>	<u>UNIT PRICE</u> <u>EXTENSION</u>
1 S-1 Mobilization	1	L.S.	\$ 5,000.00 \$ 5,000.00	\$ 12,960.00 \$ 12,960.00
2 S-19a Jet A Bulk Fuel Dispensing System	1	L.S.	\$ 40,000.00 \$ 40,000.00	\$ 36,677.00 \$ 36,677.00
3 S-19b Avgas Fuel Dispenser Dead-man System	1	L.S.	\$ 15,000.00 \$ 15,000.00	\$ 9,583.00 \$ 9,583.00
TOTAL SCHEDULE I			\$ 60,000.00	\$ 59,220.00

SCHEDULE I – Additive Alternative I

<u>ITEM</u>	<u>QUAN.</u>	<u>UNIT</u>	<u>ENGINEER'S ESTIMATE</u>	<u>EATON SALE & SERVICE</u>
			<u>UNIT PRICE</u> <u>EXTENSION</u>	<u>UNIT PRICE</u> <u>EXTENSION</u>
4 S-19c Jet A Self Serve Fuel Dispenser	1	L.S.	\$ 15,000.00 \$ 15,000.00	\$ 14,755.00 \$ 14,755.00
TOTAL SCHEDULE I - Additive Alternative I			\$ 15,000.00	\$ 14,755.00

SCHEDULE I – Additive Alternative II

<u>ITEM</u>	<u>QUAN.</u>	<u>UNIT</u>	<u>ENGINEER'S ESTIMATE</u>	<u>EATON SALE & SERVICE</u>
			<u>UNIT PRICE</u> <u>EXTENSION</u>	<u>UNIT PRICE</u> <u>EXTENSION</u>
5 S-19d Avgas Self Serve Fuel Dispenser	1	L.S.	\$ 12,500.00 \$ 12,500.00	\$ 13,025.00 \$ 13,025.00
TOTAL SCHEDULE I - Additive Alternative II			\$ 12,500.00	\$ 13,025.00

SCHEDULE I – Additive Alternative III

<u>ITEM</u>	<u>QUAN.</u>	<u>UNIT</u>	<u>ENGINEER'S ESTIMATE</u>	<u>EATON SALE & SERVICE</u>
			<u>UNIT PRICE</u> <u>EXTENSION</u>	<u>UNIT PRICE</u> <u>EXTENSION</u>
5 S-19d Remove and Replace Jet A Dispenser Hose	1	L.S.	\$ 3,000.00 \$ 3,000.00	\$ 1,500.00 \$ 1,500.00
TOTAL SCHEDULE I - Additive Alternative III			\$ 3,000.00	\$ 1,500.00

TOTAL ALL SCHEDULES

<u>ENGINEER'S ESTIMATE</u>	\$ 90,500.00
<u>EATON SALE & SERVICE</u>	\$ 88,500.00

PROJECT BUDGET- EATON SALES AND SERVICE						
SCHEDULE I						
No.	Item No.	Description	Quantity	Unit	Unit Price	Price
1	S-1	Mobilization	1	LS	\$ 12,960.00	\$ 12,960.00
2	S-19a	Jet A Bulk Fuel Dispensing System	1	LS	\$ 36,677.00	\$ 36,677.00
3	S-19b	Avgas Fuel Dispenser Dead-man System	1	LS	\$ 9,583.00	\$ 9,583.00
TOTAL						\$ 59,220.00
ADDITIVE ALTERNATIVE I						
4	S-19c	Jet A Self Serve Fuel Dispenser	1	LS	\$ 14,755.00	\$ 14,755.00
TOTAL						\$ 14,755.00
ADDITIVE ALTERNATIVE II						
5	S-19d	Avagas Self Serve Fuel Dispenser	1	LS	\$ 13,025.00	\$ 13,025.00
TOTAL						\$ 13,025.00
ADDITIVE ALTERNATIVE III						
5	S-19e	Remove and Replace Jet A Dispenser Hose	1	LS	\$ 1,500.00	\$ 1,500.00
TOTAL						\$ 1,500.00
TOTAL SCHEDULE I WITH ADDITIVE ALTERNATIVES (W/O NMGR)						\$ 88,500.00
NMGR						\$ 7,356.56
TOTAL with NMGR						\$ 95,856.56

OPTION 1- Schedule 1 + Add Alt 1 + Add Alt 2

- Bulk loading on Jet A and Deadman on Avgas
- Replace spring loaded Jet A dispenser with electric dispenser
- Replace spring loaded Avgas dispenser with electric dispenser

PROJECT BUDGET		90.00%	10.00%	
		STATE	LOCAL	TOTAL
CONSTRUCTION				
Schedule 1		\$ 53,298.00	\$ 5,922.00	\$ 59,220.00
8.3125% NMGR		\$ 4,430.40	\$ 492.27	\$ 4,922.66
TOTAL SCHEDULE I		\$ 57,728.40	\$ 6,414.27	\$ 64,142.66
Additive Alternative 1- Jet A Self Serve Fuel Dispenser		\$ 7,271.60	\$ 7,483.40	\$ 14,755.00
Additive Alternative 2- Avagas Self Serve Fuel Dispenser		\$ -	\$ 13,025.00	\$ 13,025.00
Additive Alternative 3- Replace Jet A Dispenser Hose		\$ -	\$ -	\$ -
8.3125% NMGR		\$ -	\$ 2,309.21	\$ 2,309.21
TOTAL		\$ 7,271.60	\$ 22,817.61	\$ 30,089.21
ENGINEERING				
Bidding and Construction Phase		\$ -	\$ -	\$ -
8.3125% NMGR		\$ -	\$ -	\$ -
OTHER COST				
Administration		\$ -	\$ 300.00	\$ 300.00
TOTAL		\$ 65,000.00	\$ 29,531.88	\$ 94,531.88

OPTION 2- Schedule 1 + Add Alt 2 + Add Alt 3

Bulk loading on Jet A and Deadman on Avgas

Replace spring loaded Avagas dispenser with electric dispenser

Replace hose on Jet A system with low temperature (softer) hose

PROJECT BUDGET		90.00%	10.00%	
		STATE	LOCAL	TOTAL
CONSTRUCTION				
Schedule 1		\$ 53,298.00	\$ 5,922.00	\$ 59,220.00
	8.3125% NMGR	\$ 4,430.40	\$ 492.27	\$ 4,922.66
TOTAL SCHEDULE I		\$ 57,728.40	\$ 6,414.27	\$ 64,142.66
Additive Alternative 1- Jet A Self Serve Fuel Dispenser		\$ -	\$ -	\$ -
Additive Alternative 2- Avagas Self Serve Fuel Dispenser		\$ 7,271.60	\$ 5,753.40	\$ 13,025.00
Additive Alternative 3- Replace Jet A Dispenser Hose		\$ -	\$ 1,500.00	\$ 1,500.00
	8.3125% NMGR	\$ -	\$ 1,207.39	\$ 1,207.39
TOTAL		\$ 7,271.60	\$ 8,460.79	\$ 15,732.39
ENGINEERING				
Bidding and Construction Phase		\$ -	\$ -	\$ -
	8.3125% NMGR	\$ -	\$ -	\$ -
OTHER COST				
Administration		\$ -	\$ 300.00	\$ 300.00
TOTAL		\$ 65,000.00	\$ 15,175.05	\$ 80,175.05

OPTION 3- Schedule 1 + Add Alt 3

Bulk loading on Jet A and Deadman on Avgas

Replace hose on Jet A system with low temperature (softer) hose

PROJECT BUDGET		90.00%	10.00%	
		STATE	LOCAL	TOTAL
CONSTRUCTION				
Schedule 1		\$ 53,298.00	\$ 5,922.00	\$ 59,220.00
	8.3125% NMGR	\$ 4,430.40	\$ 492.27	\$ 4,922.66
TOTAL SCHEDULE I		\$ 57,728.40	\$ 6,414.27	\$ 64,142.66
Additive Alternative 1- Jet A Self Serve Fuel Dispenser		\$ -	\$ -	\$ -
Additive Alternative 2- Avagas Self Serve Fuel Dispenser		\$ -	\$ -	\$ -
Additive Alternative 3- Replace Jet A Dispenser Hose		\$ 1,350.00	\$ 150.00	\$ 1,500.00
	8.3125% NMGR	\$ 112.22	\$ 12.47	\$ 124.69
TOTAL		\$ 1,462.22	\$ 162.47	\$ 1,624.69
ENGINEERING				
Bidding and Construction Phase		\$ -	\$ -	\$ -
	8.3125% NMGR	\$ -	\$ -	\$ -
OTHER COST				
Administration		\$ 270.00	\$ 30.00	\$ 300.00
TOTAL		\$ 59,460.62	\$ 6,606.74	\$ 66,067.35

OPTION 4- Schedule 1 + Add Alt 1

Bulk loading on Jet A and Deadman on Avgas

Replace spring loaded Jet A dispenser with electric dispenser

PROJECT BUDGET		90.00%	10.00%	
		STATE	LOCAL	TOTAL
CONSTRUCTION				
Schedule 1		\$ 53,298.00	\$ 5,922.00	\$ 59,220.00
8.3125% NMGR		\$ 4,430.40	\$ 492.27	\$ 4,922.66
TOTAL SCHEDULE I		\$ 57,728.40	\$ 6,414.27	\$ 64,142.66
Additive Alternative 1- Jet A Self Serve Fuel Dispenser		\$ 7,271.60	\$ 7,483.40	\$ 14,755.00
Additive Alternative 2- Avagas Self Serve Fuel Dispenser		\$ -	\$ -	\$ -
Additive Alternative 3- Replace Jet A Dispenser Hose		\$ -	\$ -	\$ -
8.3125% NMGR		\$ -	\$ 1,226.51	\$ 1,226.51
TOTAL		\$ 7,271.60	\$ 8,709.91	\$ 15,981.51
ENGINEERING				
Bidding and Construction Phase		\$ -	\$ -	\$ -
8.3125% NMGR		\$ -	\$ -	\$ -
OTHER COST				
Administration		\$ -	\$ 300.00	\$ 300.00
TOTAL		\$ 65,000.00	\$ 15,424.17	\$ 80,424.17



Date Jul 6, 2016

AVIATION GRANT AGREEMENT

Project Location GUP - GALLUP MUNICIPAL AIRPORT

Sponsor GALLUP, CITY OF

Address PO BOX 1270

City GALLUP NM Zip Code 87305

The Sponsor must print and mail (3) three copies all with original signatures to:

**NMDOT - AVIATION DIVISION
PO BOX 9830
ALBUQUERQUE, NM 87119**

Participation STATE ONLY

Funding Breakdown 90/10

Contract No. _____

Project No. GUP-17-01

Vendor No. 0000054334

Expiration Date _____

Purchase Order No: _____

Enclosure (A)

AVIATION GRANT AGREEMENT

This Agreement is between the New Mexico Department of Transportation, acting through its Aviation Division (Department), and the Sponsor. This Agreement is effective as of the date of the last party to sign on the signature page below.

Now Therefore, pursuant to the New Mexico Aviation Act, NMSA 1978, Section 64-1-11 et seq., and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq., the parties agree as follows:

1. Purpose.

The purpose of this Agreement is to provide funding, authorized in Section 64-1-13, NMSA 1978, to the Sponsor to assist in financing an aviation project.

a. Project Description:

Aviation Fuel System Modifications

b. Site of Development. The site of development is identified on the property map, attached as Exhibit A.

c. Funding. Below is the funding for the Project. The State's contribution is the maximum amount that the Department will contribute. Attached as Exhibit B is the engineer's cost estimate.

State	Sponsor	Other	Total
\$ 65,000	\$ 7,222	\$	\$ 72,222

2. The Sponsor Shall:

- Pay all costs, perform all labor, and supply all material, except as described in the Engineers Estimate attached as EXHIBIT B.
- Provide a representative from its organization who shall serve as the single point of contact for the Department.
- Establish and maintain a resolution by which the Sponsor agrees to establish an airport maintenance program and appoint an individual to be responsible for management of the program.
- Initiate engineering, survey, and all other design activities, inspect Project construction and, coordinate all meetings.
- Be responsible for all design and pre-construction activities.
- Initiate and cause to be prepared all necessary documents including plans, specifications, estimates (PS&E), and reports for this Project.
- Assure that all design and PS&E are performed under the direct supervision of a Registered New Mexico Professional Engineer.
- Design the Project in accordance with State and Federal guidelines and/or advisory circulars, hereby incorporated into this Agreement. Construction projects will be accomplished in accordance with the Federal Aviation Administration's Standards for Specifying Construction of Airports (Advisory Circular 150/5370-10, current edition).

- i. Notify the Department when the plans and specifications are sufficiently complete for review.
- j. Make no changes in design or scope of work without documented approval of the Department.
- k. Advertise for and contract for the construction of the Project in accordance with federal and state laws or local ordinances.
- l. Require the Engineer to prepare a final detailed estimate of the work, indicating the bid items, the quantity in each item, the unit bid price and cost of the items based on low acceptable bid prices. Progress estimates shall be submitted to the Department in acceptable form so that details of quantities allowed on various items of work shall be shown on each progress payment.
- m. The Sponsor shall submit to the Department one complete set of plans and specifications which incorporate all comments and recommendations received during pre-bid activities and which have been fully executed by all involved parties.
- n. The Sponsor shall take all steps, including litigation if necessary, to recover State funds spent in violation of state laws and rules. The Sponsor shall return any recovered state funds to the Department. It shall furnish to the Department, upon request, all documents and records pertaining to the determination of the amount of the state's share of any settlement, litigation, negotiation, or the efforts taken to recover such funds. All settlements or other final dispositions by the Sponsor, in court or otherwise, involving the recovery of such state funds shall be approved in advance by the Department.
- o. The Sponsor shall, upon reasonable notice, allow the Department the right to inspect the Project for the purposes of determining if it is being constructed in a good and workmanlike manner, and if the approved plans and specifications are being complied with satisfactorily. If an inspection discloses a failure to substantially meet such requirements and standards the Department may terminate payment or payments until a mutually satisfactory remedy is reached.

3. The Department Shall:

- a. Assign a contact person for this project.
- b. Provide timely reviews of all submittals of scopes, plans, specifications, investigations or other documents.
- c. The Department shall not provide an extensive check of any plans submitted by the Sponsor. The Department's concurrence of the Project plans does not relieve the Sponsor or its Consultant of their responsibility for errors and omissions.

4. Both Parties Agree:

- a. The allowable costs of this Project shall not include costs determined by the Department to be ineligible for consideration under the Aviation Act.
- b. The expenditure of any State money is subject to approval by the Department.
- c. Funds granted under the Local Governments Road Fund, NMSA 1978 Section 67-3-28.2, shall not be used to administer this Project or used to meet the local match.

5. Method of Payment - Reimbursement.

The Department shall reimburse the Sponsor in accordance with the terms of this agreement. Claims for reimbursement shall be completed on form A-1159, Request for Reimbursement. Each request for reimbursement shall contain proof of payment for valid expenditures for services rendered by a third party or items of tangible property received by the Sponsor for the implementation of the Project. The Department reserves the right to withhold reimbursement on requests that are incorrect and/or incomplete. The Final reimbursement request must be received no later than thirty (30) days after completion of the project or the expiration of this Agreement.

The Sponsor shall not be reimbursed for any costs incurred prior to the full execution of the Agreement, after the expiration of the Agreement or in excess of the maximum dollar amount of the agreement unless the maximum dollar amount is duly amended prior to incurring the service or deliverable. Any unexpended portion of funds subject to this Agreement shall revert to the State Aviation Fund.

6. Accountability of Receipts and Disbursements.

There shall be strict accountability for all receipts and disbursements. The Sponsor shall maintain all records and documents relative to the Project for a minimum of three (3) years after completion of said Project. The Sponsor shall furnish the Department or State Auditor, upon demand, all records which support the terms of this Agreement.

The Agreement becomes effective upon signatures of all parties. The effective date is the date when the last party signed the Agreement on the signature page below. This agreement shall expire two (2) years from the effective date, unless terminated pursuant to Sections 8 and 17, below.

8. Termination for Cause.

The Department has the option to terminate this Agreement if the Sponsor fails to comply with any provision of this Agreement. A written notice of termination shall be given at least thirty (30) days prior to the intended date of termination and shall identify all of the Sponsor's breaches on which the termination is based.

The Department may provide the Sponsor a reasonable opportunity to correct the breach. If within ten (10) days after receipt of a written notice of termination, the Sponsor has not corrected the breach or, in the case of a breach which cannot be corrected in ten (10) days, the Sponsor has not begun and proceeded in good faith to correct the breach, the Department may declare the Sponsor in default and terminate the Agreement. The Department shall retain any and all other remedies available to it under the law.

By such termination neither party may nullify obligations already incurred for performance or failure to perform for the work rendered prior to the date of termination. However, neither party shall have any obligation to perform services or make payment for services rendered after such date of termination.

9. Disposition of Property.

- a. Upon termination of this Agreement, the Sponsor shall account for any remaining property, materials or equipment belonging to the Department and dispose of them as directed by the Department.
- b. Any equipment, materials or supplies procured under this Agreement shall be used solely for aviation purposes maintained according to the manufacturers guidelines and stored at the airport.

10. Representations and Certification.

The Sponsor, by signing this Agreement, represents and certifies the following:

- a. Legal Authority - The Sponsor has the legal power and authority to: (1) do all things necessary in order to undertake and carry out the Project in conformity with the provisions stated in the New Mexico Aviation Act and Rules and Regulations pursuant thereto; (2) accept, receive and disburse grant funds from the State of New Mexico in aid of the Project; and (3) carry out all provisions stated in this Aviation Grant Agreement.
- b. Defaults - The Sponsor is not in default on any obligation to the State of New Mexico relative to the development, operation or maintenance of any airport or aviation project.
- c. Possible Disabilities - The Sponsor states, by execution of this Agreement, there are no facts or circumstance (including the existence of effective or proposed leases, use agreements, or other legal instruments affecting use of the airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project.
- d. Land - The Sponsor holds the property interest in the areas of land which are to be developed or used as part of or in connection with the Project and is identified in a current Airport Property Map. The Sponsor further certifies that the aforementioned is based on a title examination by a qualified attorney or title company who has determined that the Sponsor holds the stated property interests.

11. Assurances.

The Sponsor, by signing this Agreement, covenants and agrees to the following Assurances:

- a. That it will operate the airport for the use and benefit of the public on fair and reasonable terms and without unjust discrimination.
- b. That it will keep the airport open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds, and classes. The Sponsor shall establish fair, equal and not unjustly discriminatory conditions to be met by all users of the airport as may be necessary for the safe and efficient operation.

- c. Neither it nor any person or organization occupying space at the airport will discriminate against any person or class of persons by reason of race, color, creed, or national origin in the use of the facility and, further that any person, firm or corporation rendering service to the public on the airport will do so on a fair, equal and not unjustly discriminatory basis.
- d. Operate and maintain in a safe and serviceable condition the airport and all facilities which are necessary to serve the aeronautical users and will not permit any activity which would interfere with its use for airport purposes.
- e. By acquisition of land interest, acquisition of easements, airspace zoning, or other accepted means, protect the runway approaches and the airspace in the immediate vicinity of the airport from the construction, alteration, erection or growth of any structure which would interfere with the use or operation of the airport.
- f. That an airport facility that receives funds under the Aviation Act shall not charge landing fees for aircraft, except for aircraft used in commercial activities for compensation.
- g. Comply with the New Mexico Aviation Act and associated provisions, NMSA 1978 Sections 64-1-1 to 64-5-4 and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq.
- h. That it shall not award the contract nor give bidding documents to any contractor who is subject to suspension or debarment by the U.S. Department of Transportation or the Department at the time of the bidding or award of the contract. Violation of this provision shall void this Agreement.

12. Third Party Beneficiaries.

It is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

13. New Mexico Tort Claims Act.

As between the Department and the Sponsor, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, *et seq.* This paragraph is intended only to define the liabilities between the parties and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act.

14. Scope of Agreement.

This Agreement incorporates all the agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this written Agreement. No prior Agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

15. Terms of this Agreement.

The terms of this Agreement are lawful; performance of all duties and obligations shall conform with and do not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

16. Equal Opportunity Compliance.

The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States shall, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the parties are found to not be in compliance with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies.

17. Appropriations and Authorizations of State and Federal Funds.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Sponsor, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Sponsor, Legislature or the Congress of the United States if federal funds are involved, this Agreement shall terminate upon written notice being given by one party to the other. The Department and the Sponsor are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

18. Severability.

In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect.

19. Applicable Law.

The Laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

20. Principal Contacts and Notices.

The principal contacts for this Agreement are listed below. Except as otherwise specified, all notices shall be in writing (including notice by facsimile or E-mail) and shall be given to the principal contacts listed below.

Name: Daniel R. Moran
 Title: Grants Administrator

Address: New Mexico Department of Transportation - Aviation Division
 PO Box 9830
 Albuquerque, NM 87119

Office: (505) 244-1788 ext. 9112
 Fax: (505) 244-1790
 E-mail: dan.moran@state.nm.us

Name	Stan Henderson		
Title	Public Works Director		
Sponsor	GALLUP, CITY OF		
Address	PO BOX 1270		
City	GALLUP	NM	Zip Code 87305
Office Phone	+1 (505) 863-1290	Fax	
E-Mail	shenderson@gallupnm.gov		

21. Amendment.

This Agreement shall not be altered, modified, or amended except by an instrument in writing and executed by the parties.

In witness whereof, each party is signing this Agreement on the date stated opposite of that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By: _____
Cabinet Secretary or Designee

Date: _____

Recommended by:

By: _____
Aviation Division Director
or Designee

Date: _____

Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

By: _____
Assistant General Counsel

Date: _____

SPONSOR

Print Name: _____

By: _____

Date: _____

Title: _____

Project No.	GUP-17-01
Contract No.	AVA938
Vendor No.	0000054334

AMENDMENT NO. 1

THIS AMENDMENT made and entered into by and between the CITY OF GALLUP, (hereinafter called the "Sponsor") and the State of New Mexico, acting through the State Department of Transportation, (hereinafter called the "Department").

RECITALS

WHEREAS, Section Twenty – Amendment: This agreement shall not be altered, modified or amended except by an instrument in writing by the Sponsor and documented acceptance by the Division.

NOW THEREFORE, the parties mutually agree as follows:

1. The funding under Section 1, of the original agreement is deleted and replaced with the following:

State	Sponsor	Other	Total
\$ 85,078.00	\$ 9,454.300		\$ 94,532.00

2. Section 2, Number 2, Exhibit B to the original agreement is deleted and replaced with the attached Exhibit B

3. The State contribution stated in Exhibit B is \$ 85,078.00

4. All terms, conditions, representations, and obligations set forth in the original Grant Agreement shall remain in full force and effect, except as expressly amended or modified by this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates shown below.

Recommended by AVIATION DIVISION

New Mexico Department of Transportation
Cabinet Secretary or Designee

By: _____

By: _____

Date: _____

Date: _____

SPONSOR

Approved as to form and legal sufficiency

By: _____

By: _____
Assistant General Counsel

Date: _____

Date: _____

Discussion/Action Topic 5

Proposed Metal Detector for City Council Chambers

Jon DeYoung, Assistant City Manager



**CITY OF
GALLUP**

COUNCIL STAFF SUMMARY FORM

MEETING DATE: 11/09/2016

SUBJECT: Metal Detectors
DEPT. OF ORIGIN: Assistant City Manager
DATE SUBMITTED: 11/3/2016
SUBMITTED BY: Jon DeYoung

Summary: At the Council meeting on June 14, 2016, staff was asked to provide information on the cost and use of a metal detector to ensure the safety of participants and the public at City Council meetings. Staff has obtained a cost estimate for a TSA certified metal detector that is battery operated and portable. Wands will also be used by security when the metal detector is set off. In addition, staff conferred with the City's current security provider as to the operation of this enhanced security system for City Council meetings. Blackstone Security provides unarmed guard; however, at some of their contract locations in the state they do provide metal detection services. Blackstone would be willing to staff the metal detector for City Council meetings at no increased cost to the current security services contract.

Fiscal Impact:

Reviewed By: _____

Patty Holland
Finance Department

\$4,427.00 + \$14.20 per hour for additional security guard during City Council Meetings. Estimated Annual Cost of \$1022.40

Attachments:

Quote from Protective Technologies International

Legal Review:

Approved As To Form: _____

[Signature]
City Attorney

Recommendation: Staff requests Council direction to move forward with the implementation of metal detectors and use of wands to enhance security for the City Council Meetings.

Approved for Submittal By:

[Signature]
Department Director

[Signature]
City Manager

CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved: _____	Denied: _____
Other: _____	File: _____



Protective Technologies International

9456 N. Shiloh Way
Eagle Mountain, UT 84005
Phone: (801) 280-9997
pti@pti-world.com

PROPOSAL

Date	Proposal #:
11/02/16	20161102-2

Name/Address
City of Gallup

Item	Description	QTY	Cost	Total
PD6500i	Garrett PD6500i Walk Through Metal Detector - PN 1168433-ADA Compliant	1	3,898.00	3,898.00
Battery Backup	Battery Backup Module for PD6500i with Fast Charge (PN 2225410)	1	200.00	200.00
Caster Set	NEW PD 6500i Walk-Through Caster Set Part No. 1169100 (beige)	1	200.00	200.00
Super Scanner V S&H	Garrett Super Scanner V (PN 1165190) Shipping and handling - Free inside USA	1	129.00 0.00	129.00 0.00
Please sign, date and return to PTI for order processing.			Total	\$4,427.00

Printed Name:

Date:

Signature:

Purchase Order #:

Presentation and Information Item 1

Four Corners Football Tournament Update – Sammy Chioda

(Note: no backup documentation)

Presentation and Information Item 2

Business Improvement District Annual Report

**Francis Bee, Executive Director,
Gallup Business Improvement District**

GALLUP BUSINESS IMPROVEMENT DISTRICT ACTIVITIES

2015 - 2016 SNAPSHOT

- a. Organization
 - i. Created Gallup MainStreet Arts & Cultural District (2015)
 - ii. Created website – gallupculturaldistrict.org (2015)
 - iii. Historic Downtown Commercial District designation (2016)
 - iv. Worked with City of Gallup and NM MainStreet for creation of Gallup Metropolitan Redevelopment Plan and Gallup Cultural Plan. (adopted by City Council Dec. 2015)

- b. Assessment Fee Rebate Program for Security and Façade Improvement successes:
 - i. Kauzlaric Family Trust buildings (2015)
 - ii. City Electric Shoe Shop (2015)
 - iii. Makeshift Gallery
 - iv. First American Traders (2016)
 - v. American Bar (2015)
 - vi. DiPauli Engineering (2016)
 - vii. Gordo's (2016)
 - viii. Lowe's (Pay & Save Inc.)
 - ix. 210 S. Second St. marble facade

- c. Gallup BID Programs and projects
 - i. Annual Summer Season Downtown Private Security Patrolmen
 - ii. Annual Summer walking tours
 - iii. 2016: Beautification - Trash can receptacle painting contest, with Comcast, sponsored downtown alley cleanup day
 - iv. Business (neon) sign improvement grant program – 4 signs to date in 2016; 8 signs in 2014-15,
 - v. 2016: Rt. 66/NM 118 pedestrian safety improvement program, with City of Gallup, NM DOT
 - vi. 2015- 2016: Installation of permanent decorative lighting above 3 blocks of Coal Avenue

- d. Event Support
 - i. Annual *Rt. 66 Freedom Ride Flight Cruise* 3 day event
 - ii. Monthly Arts Crawl
 - iii. Route 66 Car Show and Cruise cookout, with Chamber of Commerce
 - iv. 2015: "Rt. 66 Great Race" host city, with Chamber of Commerce
 - v. Support: Land of Enchantment Opera
 - vi. Support: American Cancer Society Relay for Life
 - vii. 2015 Gallup Economic Development training seminar (GGEDC)

Gallup Business Improvement District

November 2016 Report



**CITY OF
GALLUP**



AN IMPORTANT PARTNERSHIP

Overview

The Downtown district is the only part of a city that belongs to everyone. Wherever you may find your home in the city, the downtown is yours too.

Investing in the downtown of a city is the only place-based way to benefit all of its citizens at once.

Every location decision, whether a college graduate's or a corporation's is made with an image of place in mind. That image is palpable and it is powerful.

It is definitely physical: a picture of buildings, streets, squares and the social life that those places engender. With only rare exceptions, that image is downtown.

Each city's reputation rests in large part on its downtown's physical attributes.

If the downtown Gallup doesn't look good, people and won't want to move to Gallup. Also, it will be harder for citizens to feel good about the place where they have chosen to live.

A beautiful and vibrant downtown, in contrast, can be a rising tide that lifts all ships.

Across the U.S., downtown and community development strategies are increasingly both incremental and entrepreneurial in order to overcome complacency or inertia.

New Mexico's Business Improvement District Act was created to "provide municipalities and entrepreneurs a more flexible and proactive vehicle to collaborate in the revitalization efforts of their downtowns, commercial districts and central business districts."

Gallup BID was created by downtown property owners and Gallup City Council "to promote and restore economic vitality to the central core of the Downtown Gallup business area and enhance commercial development which benefits the health, safety, and welfare of the citizens of Gallup."

The funding mechanism for a BID is firmly established by New Mexico State statute. The steady and stable source of funds enables projects to be reasonably planned, funded and executed.

Commercial property owners within the BID voted to voluntarily pay an imposed assessment fee to fund the B.I.D. operation and programs. City of Gallup City Council voted to provide matching funds.

Accordingly, Gallup BID has enjoyed the ability to respond to capital proposals, event sponsorship requests, maintenance projects, marketing concepts, and other initiatives in a timely manner.

Continuous redevelopment of Gallup's Historic Downtown Business District creates a sense of stewardship for property owners, rather than simple ownership. It produces a significant positive economic impact.

Gallup BID recognizes that development and revitalization of Downtown is a process that requires time, resources, and the commitment of a focused organization.

In addition, Gallup BID has widened its focus from an event-based merchant group to a programs and issues based advocacy group providing an optimum environment for all members subject to the assessment fee, in the manner of ‘ a rising tide lifts all boats’. Gallup BID strives to provide programs that are overarching – serving the greater good – and achievable within its capabilities.

All individual businesses have a better chance of success as a result of their location within the BID district whether they are retail, service, professional services or property owners.

Projects created and funded by Gallup Business Improvement District 2009 to present include:

- a. Organizational Growth
 - i. Created website – gogallup.com
 - ii. Created Gallup MainStreet Arts & Cultural District (2015)
 - iii. Created website – gallupculturaldistrict.org (2015)
 - iv. Historic Downtown Commercial District designation (2016)
 - v. Worked with City of Gallup and NM MainStreet for creation of Gallup Metropolitan Redevelopment Plan and Gallup Cultural Plan. (2015)
- b. Assessment Fee Rebate Program for Security and Façade Improvement successes:
 - i. Don Diego’s
 - ii. Silver Dust
 - iii. City Electric Shoe Shop (2015)
 - iv. Clay Fultz Insurance
 - v. Kauzlaric Family Trust buildings (2015)
 - vi. Gurley Motor Company
 - vii. Millennium Media building
 - viii. Gallup Vision Source
 - ix. Makeshift Gallery
 - x. Progressive Insurance
 - xi. First American Traders (2016)
 - xii. American Bar (2015)
 - xiii. Lowe’s –roof tiles
 - xiv. Tairas’s Inc. office building
 - xv. DiPauli Engineering (2016)
 - xvi. Uniform Stop (2016)
 - xvi. Gordo’s (2016)
- c. Gallup BID Programs and projects
 - i. Annual Summer Season Downtown Private Security Patrolmen
 - ii. Annual Summer walking tours

- iii. 2016: Beautification - Trash can receptacle painting contest, sidewalk power-washing, sidewalk sweeping, alley cleanup
 - iv. Way-finding informational kiosks
 - v. Structural Gateways welcome visitors to Downtown
 - vi. Business (neon) sign improvement grant program – 4 signs to date in 2016; 8 signs in 2015,
 - vii. 2016: Rt. 66/NM 118 pedestrian safety improvement program, with City of Gallup, NM DOT
 - viii. 2015- 2016: Installation of permanent decorative lighting above 3 blocks of Coal Avenue
- d. Event Support
- i. Annual *Rt. 66 Freedom Ride Flight Cruise* 3 day event
 - ii. Monthly Arts Crawl
 - iii. Route 66 Car Show and Cruise cookout, with Chamber of Commerce
 - iv. 2015: “Rt. 66 Great Race” host city
 - v. 2015: Gallup Community Concert Association
 - vi. American Bar 75th Anniversary
 - vii. Business After Hours with GGEDC
 - viii. Annual support: Land of Enchantment Opera
 - ix. Farmers’ Market
 - x. Annual support: American Cancer Society Relay for Life
 - xi. 2015: Gallup Economic Development training seminar (GGEDC)
 - xii. Additional smaller scale events

Creation of Gallup MainStreet and Arts & Cultural District:

In 1985, Gallup was one of the original five cities in New Mexico to receive the MainStreet designation from the State. Important projects were successfully executed, for example, the transformation of the historic Gallup train station into the Gallup Cultural Center. Millions of dollars in private funding were invested in Downtown redevelopment. Then, during the mid-90’s, the City of Gallup administration eliminated funding to non-profits and Gallup MainStreet ceased operations.

In 2013, members of the Board of Directors of Gallup BID, along with Mayor of Gallup, requested that New Mexico EDD provide Gallup with the opportunity to start a new MainStreet organization.

In 2014, they asked to be considered by State of New Mexico for designation as an Arts & Culture District.

Gallup BID served as the “incubator” and fiscal agent for creation of Gallup MainStreet Arts & Cultural District, which is now an incorporated 501c3 non-profit organization working to improve both quality of life and quality of place in the downtown district.

Gallup MainStreet Arts & Cultural District
gallupculturaldistrict.org

In Gallup, the MainStreet and the Arts & Cultural District have been merged into one entity, which embraces the full spectrum of the local creative economy as it works to improve the historic downtown area.

Gallup MainStreet Arts & Cultural District was incorporated as a 501c3 in February 2015.

MainStreet Program

Since 1985, New Mexico MainStreet has been a powerful force for revitalization of communities across the state. MainStreet combines historic preservation with asset-based economic development to re-build resilient Downtown Main Streets as the foundation for healthy communities. The MainStreet program requires Directors of local MainStreet organizations to attend training sessions in topics related to Promotion, Economic Vitality, Physical Design and organization building and management. New Mexico MainStreet and New Mexico Economic Development Department carefully monitor the performance of local organizations. Achieving high levels of proficiency in these areas allows for gaining additional higher-level technical and financial resources from New Mexico Departments and Programs.

Arts & Cultural District Program

The NM Arts & Cultural District program helps communities to preserve their heritage, provide support to cultural entrepreneurs and institutions, and capitalize on the potential economic opportunity for the Downtown MainStreet District as well as the entire town.

MainStreet and Arts & Cultural District organizations also promote the vitality and unique artistic qualities of the district and city to markets within a day's drive of the organization's home.

The Gallup MainStreet Arts & Cultural District Board of Directors, together with City of Gallup Management, served as the Steering Committee that worked with firms chosen to create the Gallup Metropolitan Redevelopment Plan and the Gallup Cultural Plan.

Gallup Metropolitan Redevelopment Plan and Gallup Cultural Plan

A Downtown District Master Plan defines a community's vision for the core commercial area and identifies priority catalytic projects to revitalize that area, determined through a dynamic community participation process. Also called a Downtown Revitalization Plan, a Metropolitan Redevelopment Area Plan, or a Downtown Strategic Plan, the Master/MRA Plan examines existing conditions and assets, analyzes of the core district economic market, develops a physical land use plan with livability/design guidelines,

designs specific redevelopment sites and projects, and identifies sustainable implementation strategies and specific funding sources for each priority project for the district's future physical improvements, economic uses, and regulations.

Gallup City Council adopted the Downtown MRA Plan during December 2015. It is a living document that guides district revitalization and public and private sector investment for several years. The plans are available on websites of City of Gallup, BID and Gallup Arts & Cultural District.

City of Gallup, New Mexico Economic Development Department, MainStreet and Gallup BID partnered to secure necessary funding for the research and creation of the plans.

Excerpts from Gallup Metropolitan Development Plan:

Gallup's Role as Regional Economic and Cultural Center:

Gallup's role as a regional center is well established. Many of the mostly Native American communities throughout northwestern New Mexico and northeastern Arizona consider Gallup to be their primary destination for goods, services and entertainment, as has been the case for generations.

A regional center *must* have a great downtown as the heart of the community, the center for arts, celebrations, civics, entertainment, eating, drinking and professional services.

Gallup's role as a regional and cultural center positions it well for a successful downtown. Work needs to be done to capitalize on this opportunity and grow downtown's impact on the long-term success of the city.

Downtown Gallup situation, as described in Gallup Metropolitan Redevelopment Plan, adopted for action by Gallup City Council on December 15, 2016:

Indicators

Market Analysis:

Gallup's Historic Commercial Downtown is uniquely positioned for economic success.

According to Place Dynamics' Market Analysis in the City of Gallup,

"The Central Business District is estimated to account for 21% of the city's total.

The entire City of Gallup is the major center for commerce and services, drawing in thousands of customers over a huge region for shopping, services and entertainment. Downtown Gallup is fueled primarily by the arts and cultural trade, making it a completely unique place economically and culturally.

The customer base in the city as a whole is robust and downtown is completely unique

and an interesting place. Work needs to be done downtown to capitalize on these advantages.

Today the typical U.S. Downtown sectors such as retail, entertainment, eating and drinking are relatively weak in Downtown Gallup.

A regional center needs a great downtown as the heart of the community, the center for arts, celebrations, civics, entertainment, eating, drinking and professional services.

Gallup's role as a regional and cultural center positions it well for a successful downtown, but much work needs to be done to capitalize on this opportunity and grow downtown's impact on the long term success of the city.

The key findings in the report are summarized as follows:

- The Downtown is an important component of the regional economy; the secondary trade area has an estimated \$9.4 billion in total sales.

Within the City of Gallup... "The Central Business District is estimated to account for 21% of the city's total sales volume."

This is advantageous for the community in that money stays in and circulates in the local economy

- 70% of Downtown sales are related to wholesale or manufacturing. The activity in the Downtown from these two sectors accounts for eight percent of total sales in the secondary trade area and represents the production and distribution of Native American Arts and Crafts.

The arts and cultural economy is strong regionally and locally.

- The City of Gallup and McKinley County have 2.5 times more than the state average percentage of workers engaged in the cultural economy.

7.4% of McKinley County's workforce is involved in creative economy. The downtown has a significant economic role in exporting and manufacturing of arts and cultural goods but not as strong of a role in more typical downtown sectors such as entertainment, eating, drinking and shopping. More activity and businesses in these sectors would expand livelihoods and add vitality to Downtown Gallup.

- 62% of people working in the Downtown are working in the professional sector.

- The Downtown district captures 14% of total retail sales occurring in Gallup, and most of these sales are related to non-food and beverage related activities.

Its concentrated and vibrant mix of commercial uses continue to make downtown Gallup a regional destination on weekends and to a lesser extent on weekdays.

With a renewed worldwide interest in authentic historic downtowns that serve locals there is an opportunity to meet economic development goals by expanding existing businesses, encouraging new commercial uses and repurposing buildings.

Vacant and Under-used Buildings:

Within the Business Improvement District area are several vacant and under-used buildings. This contributes to a sense of deterioration and under-use. Most of the vacant and under-used buildings are in the historic fabric associated with Route 66 and Coal Ave. Several historic buildings downtown remain intact but go largely unused or altogether vacant.

The Gallup MRA plan area has 36 buildings that are over 10,000 square feet. Of those buildings the following are underutilized or vacant and should be considered for repurposing and/or redevelopment:

- Ricca Merc Building, (Grand Hotel) 308 Coal Ave.
- Drake Hotel, 212 Route 66
- "Navajo Garage", 383 Route 66
- Elks Lodge, 149 S. Strong Dr. (NE corner of S. Strong Dr. and E. Coal across from the new Hooghan Hózhó mixed income housing complex)
- Warehouse with parking on top, NW corner of E. Coal Ave. and S. Puerco Dr.
- 105 W. Coal Ave. (former Gallup Print and Office Supply)
- 117 W Coal Ave. Two story building west of Sammy C's Sports Bar
- 231-235 W. Coal Ave.

Business attraction:

Once work has commenced on replacing infrastructure including alleys, water and sewer and broadband internet access, Gallup's downtown commercial district will be able to attract or create new businesses downtown that have a low carbon footprint, generate a high net (taxable) profit and require/demand little in the way of cash incentives to start operating in Gallup. Internet based businesses; light artisanal manufacturing; and work in the areas of creative economy are appropriate targets.

City of Gallup successfully passed a bond referendum, which includes funds for needed downtown infrastructure improvement. Other sources of funding may be available.



TONY D. GONZALES, CPA, PA
CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 1100
GALLUP, NM 87305
TELEPHONE: 505-722-6485
FACSIMILE: 505-722-6485
www.tdgcpa.com

TO THE BOARD OF DIRECTORS
GALLUP BID INC
201 E HWY 66
GALLUP, NM 87301

I HAVE COMPILED THE ACCOMPANYING STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS-INCOME TAX BASIS OF **GALLUP BID INC** (A NONPROFIT ORGANIZATION) AS OF June 30, 2015. AND THE RELATED STATEMENT OF REVENUES, EXPENSES, AND NET ASSETS-INCOME TAX BASIS FOR THE PERIOD THEN ENDED. I HAVE NOT AUDITED OR REVIEWED THE ACCOMPANYING FINANCIAL STATEMENTS AND, ACCORDINGLY, DO NOT EXPRESS AN OPINION OR PROVIDE ANY ASSURANCE ABOUT WHETHER THE FINANCIAL STATEMENTS ARE IN ACCORDANCE WITH THE INCOME TAX BASIS OF ACCOUNTING.

MANAGEMENT IS RESPONSIBLE FOR THE PREPARATION AND FAIR PRESENTATION OF THE FINANCIAL STATEMENTS IN ACCORDANCE WITH THE INCOME TAX BASIS OF ACCOUNTING AND FOR DESIGNING, IMPLEMENTING, AND MAINTAINING INTERNAL CONTROL RELEVANT TO THE PREPARATION AND FAIR PRESENTATION OF THE FINANCIAL STATEMENTS.

MY RESPONSIBILITY IS TO CONDUCT THE COMPILATION IN ACCORDANCE WITH STATEMENTS ON STANDARDS FOR ACCOUNTING AND REVIEW SERVICES ISSUED BY THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS. THE OBJECTIVE OF A COMPILATION IS TO ASSIST MANAGEMENT IN PRESENTING FINANCIAL INFORMATION IN THE FORM OF FINANCIAL STATEMENTS WITHOUT UNDERTAKING TO OBTAIN OR PROVIDE ANY ASSURANCE THAT THERE ARE NO MATERIAL MODIFICATIONS THAT SHOULD BE MADE TO THE FINANCIAL STATEMENTS.

MANAGEMENT HAS ELECTED TO OMIT SUBSTANTIALLY ALL OF THE DISCLOSURES AND THE STATEMENT OF CASH FLOWS ORDINARILY INCLUDED IN THE FINANCIAL STATEMENTS PRESENTED IN ACCORDANCE WITH THE TAX BASIS OF ACCOUNTING. IF THE OMITTED DISCLOSURES AND THE STATEMENT OF CASH FLOWS WERE INCLUDED IN THE FINANCIAL STATEMENTS, THEY MIGHT INFLUENCE THE USER'S CONCLUSIONS ABOUT THE ORGANIZATION'S ASSETS, LIABILITIES, NET ASSETS, REVENUES, AND EXPENSES. ACCORDINGLY, THESE FINANCIAL STATEMENTS ARE NOT DESIGNED FOR THOSE WHO ARE NOT INFORMED ABOUT SUCH MATTERS.

I AM NOT INDEPENDENT WITH RESPECT TO GALLUP BID INC.

STEVEN S. PREECE, C.P.A.

January 18, 2016

GALLUP BID INC
FINANCIAL STATEMENTS
June 30, 2015

GALLUP BID INC
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
- INCOME TAX BASIS
As of June 30, 2015
ASSETS

CURRENT ASSETS

CASH IN BANK	\$ 113,348.82
SAVING ACCOUNT	53,833.56
ACCOUNTS RECEIVABLE - BID	117,991.65
ACCOUNTS RECEIVABLE - CITY	<u>117,991.65</u>

Total Current Assets	<u>403,165.68</u>
-----------------------------	-------------------

PROPERTY AND EQUIPMENT

MACHINERY & EQUIPMENT	47,233.72
ACCUMULATED DEPRECIATION	<u>(43,552.95)</u>

Net Property and Equipment	<u>3,680.77</u>
-----------------------------------	-----------------

TOTAL ASSETS	<u>\$ 406,846.45</u>
---------------------	----------------------

GALLUP BID INC
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
- INCOME TAX BASIS
As of June 30, 2015

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
ACCOUNTS PAYABLE	\$ 28,029.65
ACCRUED FEDERAL W.H.	455.76
ACCRUED F.I.C.A.	465.00
ACCRUED MEDICARE	108.76
ACCRUED STATE W.H.	134.76
ACCRUED S.U.T.A.	<u>369.00</u>
Total Current Liabilities	<u>29,562.93</u>
LONG-TERM LIABILITIES	
Total Liabilities	<u>29,562.93</u>
NET ASSETS	
Net Assets	<u>377,283.52</u>
Total Net Assets	<u>377,283.52</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 406,846.45</u>

GALLUP BID INC
STATEMENT OF ACTIVITIES
For the 1 Month and 12 Months Ended June 30, 2015

	12 Months Ended June 30, 2015	12 Months Ended BUDGET	OVER / (UNDER) BUDGET
Revenues, Gains, and Other Support			
DONATIONS	\$ 124,009.25	\$ 0.00	124,009.25
ASSESSMENTS	124,009.25	0.00	124,009.25
MISC. INCOME	50.00	0.00	50.00
INTEREST INCOME	<u>27.53</u>	<u>0.00</u>	<u>27.53</u>
Total Revenues, Gains, and Other Support	<u>248,096.03</u>	<u>0.00</u>	<u>248,096.03</u>
Expenses			
ADVERTISING - PRINT	20,690.06	0.00	20,690.06
ADVERTISING - GENERAL	2,199.09	0.00	2,199.09
ADMINISTRATIVE FEE	16,280.17	0.00	16,280.17
EL MORRO OPERATIONS	(2,250.39)	0.00	(2,250.39)
BANK CHARGES	78.00	0.00	78.00
EVENT SPONSOR - GENERAL	6,000.00	0.00	6,000.00
EVENT SPONSOR - ARTS CRAWL	26,643.91	0.00	26,643.91
EVENT SPONSOR - OPERA	6,500.00	0.00	6,500.00
EVENT SPONSOR - DNTN CHRISTMAS	3,485.11	0.00	3,485.11
EVENT SPONSOR - RELAY FOR LIFE	4,600.00	0.00	4,600.00
PROGRAM FEES - BEAUTIFICATION	71,364.21	0.00	71,364.21
PROGRAM FEES - REIMBURSEMENT	8,941.50	0.00	8,941.50
PROGRAM FEES- SECURITY	25,789.73	0.00	25,789.73
COMMUNITY EDUCATION	145.00	0.00	145.00
DUES & SUBSCRIPTIONS	731.69	0.00	731.69
INSURANCE EXPENSE	1,492.27	0.00	1,492.27
PROFESSIONAL FEES-ACCOUNTING	5,821.79	0.00	5,821.79
PROFESSIONAL FEES-GRAPHICS	196.45	0.00	196.45
OFFICE EXPENSE	2,062.29	0.00	2,062.29
PRINTING & PUBLISHING	489.76	0.00	489.76
POSTAGE	193.70	0.00	193.70
REPAIRS & MAINTENANCE - MINOR	372.81	0.00	372.81
SALARIES	2,008.01	0.00	2,008.01
EXECUTIVE DIRECTOR	44,125.00	0.00	44,125.00
PAYROLL TAXES	3,414.47	0.00	3,414.47
TELEPHONE	2,781.63	0.00	2,781.63
TRAVEL & LODGING	6,069.07	0.00	6,069.07
MEALS & ENTERTAINMENT	816.98	0.00	816.98
DEPRECIATION EXPENSE	<u>2,453.84</u>	<u>0.00</u>	<u>2,453.84</u>
Total Expenses	<u>263,496.15</u>	<u>0.00</u>	<u>263,496.15</u>
Change in Net Assets	<u>(15,400.12)</u>	<u>0.00</u>	<u>(15,400.12)</u>
Net Assets at Beginning of Year	<u>392,683.64</u>	<u>(392,683.64)</u>	
Net Assets at End of Year	<u>\$ 377,283.52</u>	<u>\$ 392,683.64</u>	

**GALLUP BID INC
STATEMENT OF NET ASSETS**

	12 Months Ended June 30, 2015
Beginning of Period	\$ 392,683.64
Plus: Net Income / Add'l Funds	<u>\$ (15,400.12)</u>
<hr/>	
NET ASSETS END OF PERIOD	<u><u>\$ 377,283.52</u></u>

See Accountants' Compilation Report

GALLUP BUSINESS IMPROVEMENT DISTRICT



GALLUP BUSINESS IMPROVEMENT DISTRICT



GALLUP BUSINESS IMPROVEMENT DISTRICT



GALLUP BUSINESS IMPROVEMENT DISTRICT



GALLUP BUSINESS IMPROVEMENT DISTRICT



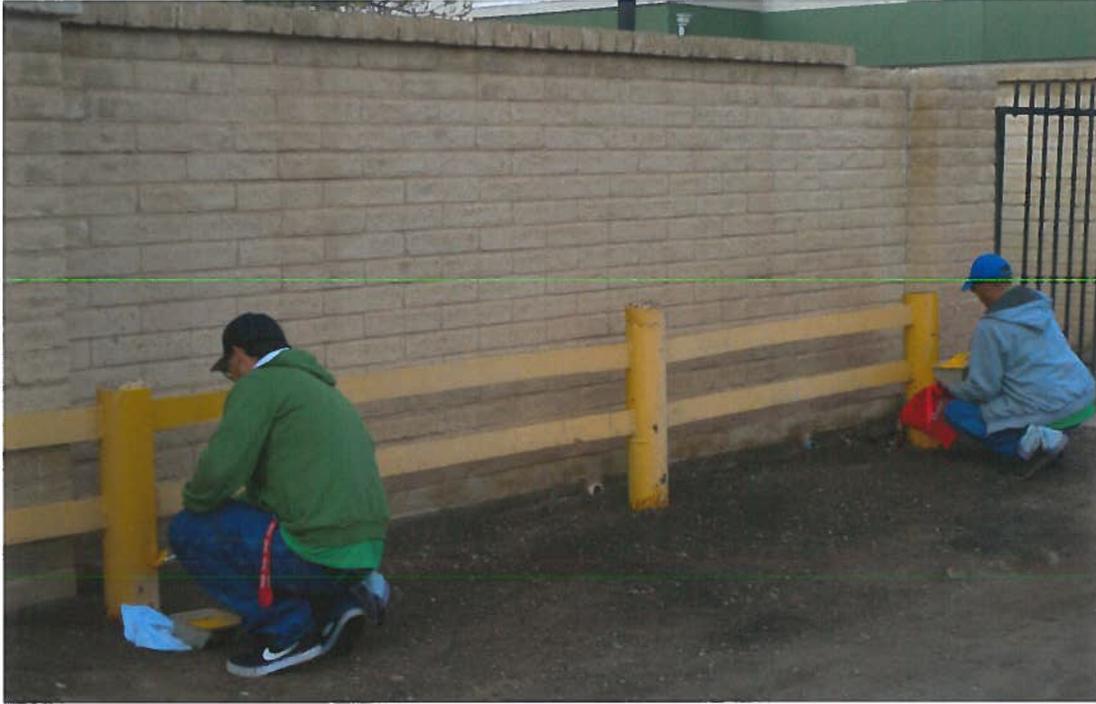
GALLUP BUSINESS IMPROVEMENT DISTRICT



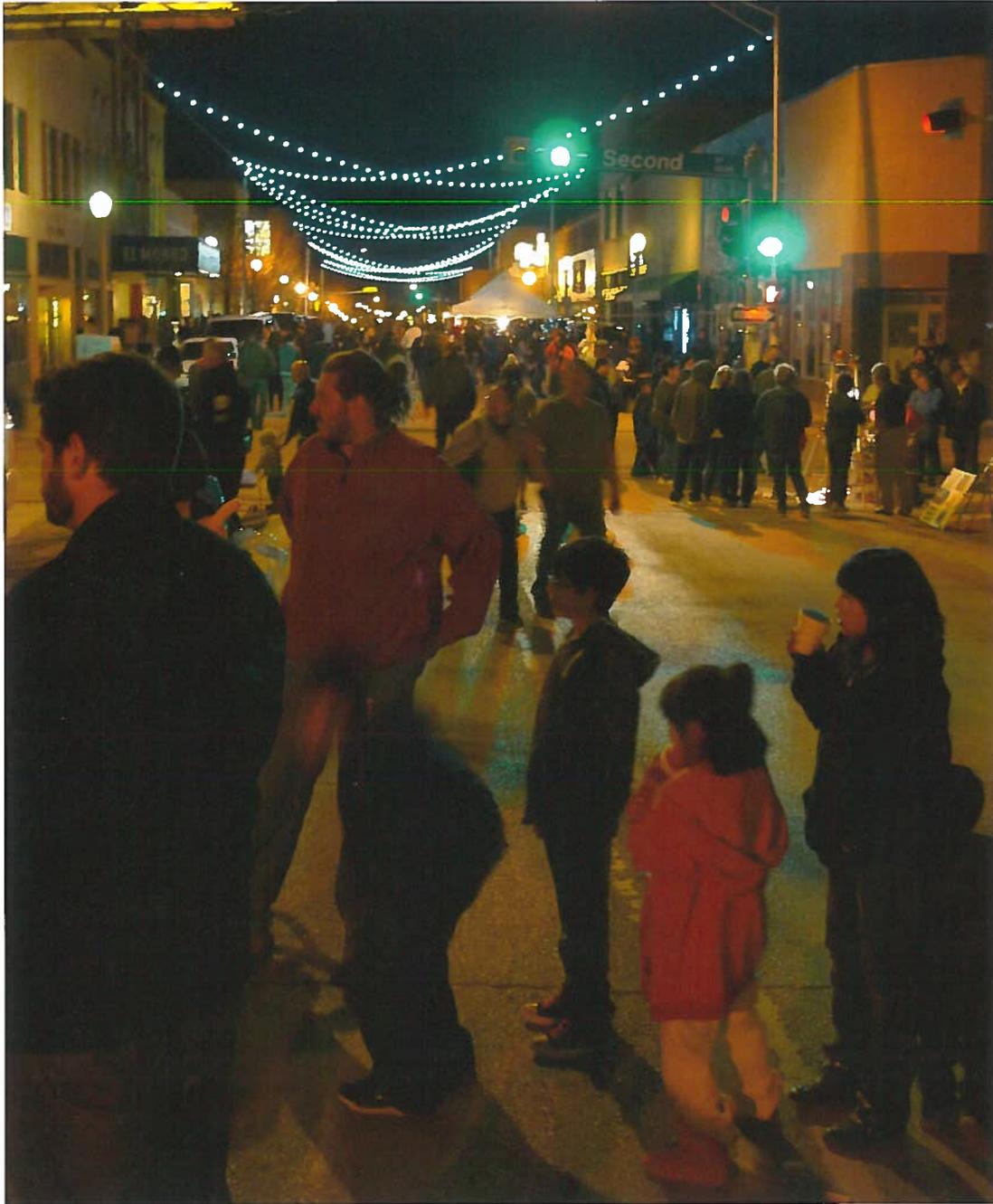
GALLUP BUSINESS IMPROVEMENT DISTRICT



GALLUP BUSINESS IMPROVEMENT DISTRICT



GALLUP BUSINESS IMPROVEMENT DISTRICT



State of New Mexico



Department of Cultural Affairs Historic Preservation Division

Certifies that

Gallup Commercial Historic District
McKinley County
has been entered in the

National Register of Historic Places

by the United States Department of the Interior
upon nomination by the State Historic Preservation Officer
under provision of the National Historic Preservation Act of 1966

June 21, 2016

Date Entered

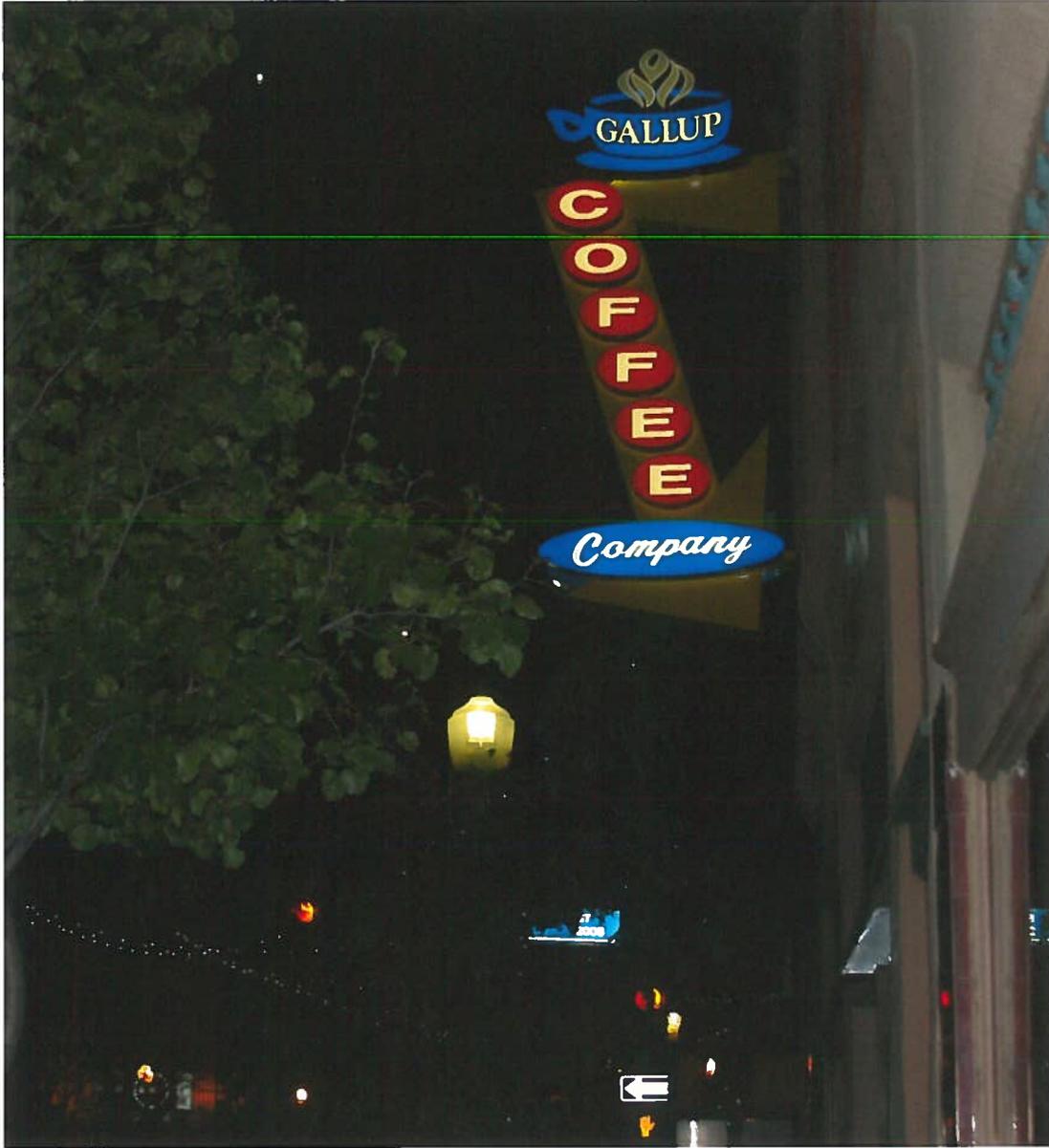
Handwritten signature of Steven Moffson in blue ink.

Steven Moffson
State and National Register Coordinator

Handwritten signature of Jeff Pappas in blue ink.

Jeff Pappas
State Historic Preservation Officer

GALLUP BUSINESS IMPROVEMENT DISTRICT



GALLUP BUSINESS IMPROVEMENT DISTRICT



Presentation and Information Item 3

First Quarter Strategic Plan Review

Maryann Ustick, City Manager and
Jon DeYoung, Assistant City Manager

2016-2017



Strategic Plan

Tracking Sheet



City Manager
City Attorney
Assistant City Manager
Community Services
Finance
Information Technology
GGEPC
Human Resources
Planning & Zoning
Police
Parks & Recreation
Public Works
Tourism
Water & Sanitations
Electric
Fire
Vehicle Shop
Library

GOAL 1 FINANCIALLY SOUND CITY PROVIDING EXCEPTIONAL SERVICES

City Manager

ACTION: BOND PACKAGE 2016

KEY ISSUES: Bond Rating, Projects, Amount

Activities/Milestones :

	<u>TIME:</u>	<u>Notes:</u>
• Define scope/guidelines/amount	Completed	Bond rating in Progress
• Identify potential projects and cost	Completed	
Finalize project list	Completed	
Council Decision: Bond Package	Completed	
Council Decision: Election results	Completed	
• Election	Completed	

ACTION: REGIONAL BROADBAND STRATEGY AND FACILITIES

Information Technology

KEY ISSUES: Goals, City Role, Scope, Design, Partners, Funding, Redundancy

Electric

Activities/Milestones :

	<u>TIME:</u>	<u>Notes:</u>
• Finalize agreement on shared design costs	6/16 N/A	Century Link, Sacred Winds &
• Complete design/feasibility	12/16 N/A	Comcast are putting in the
• Work with DOT – permitting	12/16 N/A	infrastructure/redundancy
• Prepare report with options and recommendations	3/17 N/A	
Council Decision: Direction	4/17 N/A	

ACTION: WASTEWATER TREATMENT PLANT OPERATING AGREEMENT

Water & Sanitations

KEY ISSUES: Contract Award, Operating Agreement, Order Elimination, Plant Upgrade

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• Issue RFP	Completed	
• Select Contract	Completed	
• Negotiate Agreement	11/16	
• Finalize Operating Agreement	11/16	
• Council Decision: Operating Agreement	11/16	
ACTION: FIRE PLATFORM TRUCK REPLACEMENT		Fire

KEY ISSUES: 104' Specs, Funding

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• Develop budget Proposal – FY 2017	Completed	
• Council Decision: Budget – FY 2017 Funding	Completed	
• Place Order	Completed	
• Platform Truck in Service	1/17	

ACTION: LONG RANGE FINANCIAL PLAN/MODEL

Finance

KEY ISSUES: General Fund Model, Utility Fund Model(s)

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• General		Electric is complete
• Council Presentation	Completed	Waste Water in progress
• Finalize Plan/Model	Completed	
• Utilities		
• Develop Plan/Model	3/17	
• Council Presentation	3/17	

<ul style="list-style-type: none"> Finalize Plan/Model 	TBD	Parks & Recreation
ACTION: RED ROCK FEE SCHEDULE: UPDATE		
KEY ISSUES: Who Pays, How Much Paid, Cost Recovery, Maintained, Operations		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
<ul style="list-style-type: none"> Review current Fee Schedule 	11/16	
<ul style="list-style-type: none"> Revise Fee Schedule 	1/17	
<ul style="list-style-type: none"> Prepare report with options and recommendations 	1/17	
<ul style="list-style-type: none"> Council Decision: Fee Schedule 	1/17	
ACTION: G-22 WATER RIGHTS ACQUISITION		
KEY ISSUES: Agreement		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
<ul style="list-style-type: none"> Resolve litigation 	Ongoing	In Progress
<ul style="list-style-type: none"> Complete negotiations 	TBD	
<ul style="list-style-type: none"> Finalize agreement 	TBD	
<ul style="list-style-type: none"> Council Decision: Agreement, Approval 	TBD	

Committees	11/16	
• Procurement Code Department Compliance: Training	Completed	Ongoing
• Records Management Policy: Update	6/17	
• Election Code (Council Decision)	6/17	
• Police Standard Operating Procedures	3/17	
• City Website Plan: Upgrade	6/17	
• Municipal Code: Ordinance Changes (1-2)	6/17	
• Fit Testing: Fire, Water, Parks, Police	12/16	
• Annual Financial Audit Report	12/16	
• Miyamura Montoya Boulevard Property Sale	12/16	Ongoing
• Council Paperless Agenda and iPads	3/17	
• Online Employment Application Process to HR Net	7/17	
• Emergency Operations Plan: Update	9/17	
• Safety Manual: Revision	4/17	
• Waste Water Rate Study: Council Report	3/17	
• Computer Work Stations Replacement	6/17	Ongoing
• Finance and Purchasing Naviline Training	6/17	Ongoing
• Fire 5 Year Management Plan	9/17	
• Mutual Aid Agreements: Renewal	Completed	Ongoing
• Firefighter Recruits: Certification	Completed	Ongoing
• Employee Training and Development: Expansion		Will integrate with Succession Plan
• Active Shooter Training Exercise	7/17	
• Terminated Employees: Process Improvements (HR-Payroll-Risk Management)	Completed	Ongoing
• City Hall Wi-Fi	Completed	
• Performance Management Systems: Implementation	Ongoing	
• Hold Harmless: Advocacy	Ongoing	
• Employment Practices: Review (Compliance with Title VII of Civil Rights Act)	Ongoing	

• Police Chief: Hiring	Completed
------------------------	-----------

⇒ **Major Projects 2016-2017**

	<i>TIME:</i>	<i>Notes:</i>
• Telephone System Replacement	Completed	
• Public Restrooms: Customer Care Area	6/17	
• Customer Care Counter Remodel	6/17	
• Library Technical Study	3/17	
• Fire Prevention Building Improvements	Completed	Ongoing

GOAL 2 GROW THE LOCAL ECONOMY			Parks & Recreation
ACTION: SPORTS TOURISM DEVELOPMENT			Tourism
KEY ISSUES: Proactive Marketing			
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>	
•Sport Turf Field		N/A	
•Develop budget proposal: FY 2017	Completed		
•Council Decision FY 2017 – Funding/Bond Package	6/16		
•Marketing Tournaments			
•Contact tournament promoters	Ongoing		
•Secure proposals for future tournaments	Ongoing		
ACTION: TOURISM DEVELOPMENT			Tourism
KEY ISSUES :			
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>	
•Tourism Marketing Plan			
•Meet with Stakeholders	Completed		
•Complete Plan	Completed		
•Council Presentation	Completed		
•Website	Completed		
ACTION: ECONOMIC DEVELOPMENT CORPORATION			City Manager
KEY ISSUES: Goals, Performance Criteria, Scope of Services, Deliverable, Funding level, Relationship to City			
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>	
•Issue RFP	Completed		
•Review responses	Completed		
•Prepare report with recommendations	Completed		
•Council Decision: EDC Contract	Completed		
GOAL 3 MORE LIVABLE COMMUNITY FOR ALL			
ACTION: DETOX CENTER			City Manager
KEY ISSUES: Long Term Funding, Operator Contract, Homeless Actions, Scope of Service			Assistant City Manager

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
•Determine Annual Funding Level	6/17	
•Develop RFP	TBD	
•Review/evaluate RFP	TBD	
•Prepare report with recommendations	TBD	
•Council Decision: Contract Award	TBD	
•Continue to work with Detox Center to address homeless issues	Ongoing	

ACTION: METROPOLITAN REDEVELOPMENT PLAN		Planning & Zoning
KEY ISSUES: TIF Creation, State Funding, Projects, Project Priority, Private Partners		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
•Review potential projects, develop cost estimates, identify funding source	Ongoing	TIF analysis underway
•Identify potential private partners	Ongoing	
•Prepare report with options	Ongoing	
•Council Decision: Direction	Ongoing	
ACTION: GALLUP CITY CEMETERY		
KEY ISSUES: Scope of Services, Service Levels, Management Contract, Funding		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
•Develop short term Beautification Plan	Completed	
•Review/update management contract	TBD	
•Complete Beautification Plan Projects	Completed	
•Develop long term plan with projects and costs	4/17	
•Council Decision: Award Contract	12/16	
ACTION: ROCKY VIEW PARK:		
KEY ISSUES: Scope: Project, Funding Source		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
•Develop plan and cost estimates for phase	Completed	Bidding in progress
•Prepare report with options and funding source	Completed	
•Council Decision: CIP FY 2018, Direction, Funding	Completed	
ACTION: NORTH SIDE SKATE PARK DEVELOPMENT		
KEY ISSUES: Funding		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
•Develop funding proposal	9/16	
•Council Decision: Award Contract	12/16	
•Initiate construction	3/17	
•Complete construction	6/17	

ACTION: BODY/IN CAR POLICE CAMERAS

KEY ISSUES: Camera: Purpose, Guidelines/Policies on use, Information Storage, Public Access

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• Evaluate "Best Practices" and equipment options	Completed	
• Prepare report with recommendations	11/16	
• Council Decision: Direction, Phasing, Contract	12/16	

Assistant City Manager

ACTION: VECTOR AND WEED CONTROL PROGRAM

KEY ISSUES: Scope of Service, Funding

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• Issue RFP for weed pre-treatment	Completed	Ongoing
• Review responses	Completed	
• Initiate Vector Program	5/16	

Tourism

ACTION: DOWNTOWN CLEAN AND BEAUTIFUL PROGRAM

KEY ISSUES: ■ City Role ■ Funding

Community Services

Parks & Recreation

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• Receive notification of application funding	6/16	
• Determine/finalize specific projects	9/16	
• Initiate projects	10/16	
• Complete projects	6/17	

⇒ Management in Progress 2016-2017	<u>TIME:</u>	<u>Notes:</u>
•Annual Gallup Author's Festival	Completed	
•Towing Policy	Completed	
•Main Street Report	Completed	
•CDBG Application	Completed	
•Police Academy: Three cadets	Completed	
•Mosquito Control Contract	Completed	
•"Use of Force" Report	12/16	
•Pulitzer 100th Anniversary Grant	Completed	
•Drug Reduction Plan	Ongoing	
•Library Materials Collection: Upgrade	Ongoing	
•Lib Guides	Completed	
•Community Archives Development	6/17	
•Panhandling Reduction Action Plan	Ongoing	
•Police "Building community Relations"	Ongoing	Coffee with a Cop
•"Comp - Stat" Analysis of Calls for Service	Ongoing	
⇒ Major Projects 2016-2017		
	<u>TIME:</u>	<u>Notes:</u>
•EDD Theatre Grant Project	Completed	
•Red Rock Park Museum Re-Roof	11/16	
•Ford Canyon Senior Center Improvements	Completed	
•Detox Facility Upgrades/Code Compliance	Completed	
•Entrance/ Streetscape Project (West 66 Tree Planning/ Beautification)	Completed	
•Fox Run Golf Course Irrigation System	Completed	
•Sky City Park Improvements	4/17	
•Indian Hills Park Lighting	12/16	Under design
•Oliva Park Phase 1	6/17	

•Hillcrest Cemetery Improvements	5/17	
•Police Building Upgrades: Plumbing	3/17	
•Skate Board Park	6/17	
•North Side Senior Center Improvements	N/A	
•National Veteran's Cemetery	2018-2019	

GOAL 4 UPGRADED CITY INFRASTRUCTURE AND FACILITIES

ACTION: CURB AND GUTTER/SIDEWALK PROGRAM CONSOLIDATION AND FUNDING

Public Works

KEY ISSUES: Project Priority, District Projects, Rules, Process, Funding Level, Dollar Allocation

<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
•Review/evaluate current programs	Completed	
•Develop consolidation program recommendations and rules	Completed	
•Prepare report with recommendations	Completed	
•Council Decision: Direction, Rules, Process, Funding	Completed	

ACTION: DOWNTOWN ALLEY RECONSTRUCTION PROGRAM		Public Works
KEY ISSUES: Projects, Priority, Funding, Cost, Undergrounding Utilities		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• Complete design	3/17	Include Utilities
• Council Presentation/Decision: Project Direction, Funding	3/17	
ACTION: DOWNTOWN STREETS AND SIDEWALKS IMPROVEMENT		
KEY ISSUES: Funding		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
• Complete design	TBD	Group Application completed
• Prepare CIP Budget Recommendations	4/17	
• Council Decision: CIP FY 2018 – Funding	5/17	

ACTION: CITY VEHICLE/EQUIPMENT REPLACEMENT PLAN AND FUNDING		Vehicle Shop
KEY ISSUES: Plan Development, Vehicle Policy, Vehicle Use Policy, Vehicle Type, Vehicle Assignment, Vehicle Use, Funding Mechanism, GPS for City Vehicles		Assistant City Manager
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
<ul style="list-style-type: none"> • Complete vehicle/equipment needs/use analysis 	12/16	
<ul style="list-style-type: none"> • Review current replacement policy 	12/16	
<ul style="list-style-type: none"> • Finalize plan and policy framework 	2/17	
<ul style="list-style-type: none"> • Council Presentation: Policy and Plan Review 	2/17	
<ul style="list-style-type: none"> • Council Decision: Budget FY 2018, Direction, Funding 	5/17	
ACTION: SOLAR POWER PROJECT		Electric
KEY ISSUES:		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
<ul style="list-style-type: none"> • Issue RFP 	Completed	
<ul style="list-style-type: none"> • Review responses 	Completed	
<ul style="list-style-type: none"> • Prepare report with recommendations 	Completed	
<ul style="list-style-type: none"> • Council Decision: Direction 	Completed	
<ul style="list-style-type: none"> • Negotiate Contract 	12/16	
<ul style="list-style-type: none"> • Council Decision: Contract Award 	1/17	
ACTION: COMPREHENSIVE CITY ASSET MANAGEMENT PLAN		Public Works
KEY ISSUES: Building Conditions, Space Needs: Current, Space Needs: Long Term, Plan Cost, Funding		
<u>Activities/Milestones :</u>	<u>TIME:</u>	<u>Notes:</u>
<ul style="list-style-type: none"> • Complete plan 	1/17	
<ul style="list-style-type: none"> • Prepare report with options and recommendations, funding mechanism 	2/17	
<ul style="list-style-type: none"> • Council Presentation: Plan/Report Review 	3/17	
<ul style="list-style-type: none"> • Council Decision: CIP Budget FY 2018, Direction, Projects, Funding 	5/17	
⇒ Management in Progress 2016-2017		
	<u>TIME:</u>	<u>Notes:</u>

•Warehouse Lane Facility Master Plan	4/17	
•Under Frequency Load Shedding	3/17	
•Wastewater Treatment Plant Headworks Study	3/17	

⇒ Major Projects 2016-2017	<u>TIME:</u>	<u>Notes:</u>
•Fiber Optic: City Hall to Warehouse Lane Project	12/16	
•Church Rock Road Extension	Completed	
•Highway East 118 Pedestrian Safety Improvements	12/16	In progress
•Corps of Engineers Little Puerco Flood Control Dam Closeout	6/17	
•West Jefferson Pavement Reconstruction	12/17	
•Sky City Roadways Reconstruction Phase IV (Vista Avenue Reconstruction)	12/17	