

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, June 14, 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

Mayor McKinney recognized Bill Lee, McKinley County Commissioner-Elect and Executive Director of the Gallup McKinley County Chamber of Commerce, who was present in the audience.

Presented to the Mayor and Councilors were the Minutes of the Special and Regular Meetings of May 24, 2016.

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

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

1. Resolution No. R2016-25; Condemnation of Certain Real Property Located at 508 South Second Street – C.B. Strain, Planning Director

Mr. Strain presented the proposed resolution to condemn the two accessory structures behind the principal dwelling structure at the above-mentioned location. The property has fallen under such disrepair due to a lack of regular maintenance and fire damage that it has rendered the two accessory structures a hazard and a threat to the public's health, safety and welfare. The owner of record of the property is in poor health and has tried to maintain the property; however, the property has become damaged and dilapidated due to the excessive transient activity at the location. The property owner has been notified of the proposed condemnation action; however, the owner does not have the means to take corrective action to repair or remove the accessory structures from the property.

Mayor McKinney asked if there was anyone present to speak on behalf of the property at 508 South Second Street. There was none.

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Councilor Garcia made the motion to approve Resolution No. R2016-25. Seconded by Councilor Kumar. Roll call: Councilors Garcia, Kumar, Landavazo, Palochak and Mayor McKinney all voted yes.

2. Resolution No. R2016-28; A Resolution Requesting the United States Congress to Place a Hard Dollar Cap on the City of Gallup's Obligation Under the City's Repayment Contract with the Bureau of Reclamation – George Kozeliski, City Attorney

Mr. Kozeliski said the first two reaches of the Navajo Gallup Water Supply Project (NGWSP), which was built by the Bureau of Reclamation (BOR), has exceeded the construction cost estimate by \$3.8 million (47%) on Reach 12A and \$8.2 million (32%) on the Tohlakai Pumping Plant. The increased cost has resulted in additional amounts due from the City under its repayment contract. The City met with BOR officials during three separate meetings in 2015 to express its concerns with regarding the actual construction costs exceeding the project estimates and the City's inability to pay the excess construction costs. As a result of a meeting with BOR Commissioner Estevan Lopez, the City was given a one-time \$11.9 million credit based upon the City receiving a larger portion of the New Mexico State cost share allocation. The City, still being concerned that construction costs will continue to escalate beyond the City's ability to pay, met with the staffs of Senators Udall and Heinrich in April 2016. At the April meeting, the City became aware that Congress has established and enacted hard caps for various other project costs in the past. The City was also advised that any legislation proposing a hard dollar cap for the City, if successful, could take up to six years for passage. If the City is unsuccessful in obtaining a hard cap from Congress, as an alternative, the City may seek judicial relief. Mr. Kozeliski asked that the words "withdraw from, or" be stricken from the last paragraph of the proposed resolution.

Discussion followed concerning the provision in the Repayment Contract with the BOR on the City's ability to pay and the present status of the construction of the NGWSP and the Gallup Regional System.

Councilor Kumar made the motion to approve Resolution No. R2016-28 with the changes to the last paragraph of the resolution as requested by Mr. Kozeliski. Seconded by Councilor Garcia. Roll call: Councilors Kumar, Garcia, Landavazo, Palochak and Mayor McKinney all voted yes.

3. Proposed Issuance of a Private Security Guard Business License to S.P.S., LLC d/b/a Strategic Protective Service, LLC – Franklin Boyd, Acting Chief of Police

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Acting Chief Boyd presented an overview of the Business License Application. In accordance with the City Code, Acting Chief Boyd certified his findings to the Mayor and Councilors that the public convenience and necessity would be served by the issuance of the license.

Frank Bradley and Michael Singer, co-owners of S.P.S., LLC, introduced themselves to the Mayor and Councilors and provided a summary of their experience and ability to operate a private security guard business in Gallup.

Councilor Palochak made the motion to approve the issuance of a Private Security Guard Business License to S.P.S., LLC d/b/a Strategic Protective Service, LLC. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

4. Contract Extension with Na’Nizhoozhi Center, Inc. (NCI) for Administration and Operation of Detox Center and Shelter Facility – Maryann Ustick, City Manager

Ms. Ustick said the emergency contract for operation of the detox center and shelter facility with NCI expires June 30, 2016. Since full annual funding has not yet been determined, it is recommended that the contract with NCI be extended six months to December 31, 2016. Ms. Ustick also recommended that the term of the contract be month to month after December 31, 2016 pending identification of additional funding. The Indian Health Service (IHS) grant from the federal government has been expended. The funding for the next six months will come from Liquor Excise Tax funds or 2017 Behavioral Health Investment Zone (BHIZ) funds should the City be successful in obtaining BHIZ funds.

Discussion followed concerning the need for recurring funding for the City to issue a Request for Proposals (RFP) for the operation of the detox center and additional services, the professional services being provided by the staff at NCI and success stories about clients who have completed the recovery programs at NCI and went on to earn college degrees, entered into careers as substance abuse counselors or were elected to political office.

Dr. Kevin Foley of NCI, provided a summary of the meeting he and Acting Chief Boyd attended with the Surgeon General.

Since NCI operates on a tight budget, Councilor Kumar said his hotel provides various supplies to NCI per Dr. Foley’s request.

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

5. Contract Award for Economic Development Services for the City of Gallup – Maryann Ustick, City Manager

Ms. Ustick said the City’s contract for economic development services with the Greater Gallup Economic Development Corporation (GGEDC) expires on June 30, 2016. The City solicited a RFP for economic development services and received one proposal, which was submitted by the GGEDC. Upon evaluation, the proposal was determined to be responsive; therefore, Ms. Ustick recommended award of the contract to the GGEDC. The scope of services is included in the contract and the proposed term of the contract is for three years, with an option to renew for another year. The amount of the contract will be \$200,000 per year.

Tommy Haws, President of the GGEDC, presented the annual work plan for the upcoming year as well as an overview of the goals, strategies, and objectives of the GGEDC.

Discussion followed concerning areas of the GGEDC annual work plan, including workforce development and marketing through its website.

Following discussion, Councilor Palochak made the motion to approve the contract for economic development services with the Greater Gallup Economic Development Corporation. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

6. Approval of Professional Services Agreement with the Gallup-McKinley County Chamber of Commerce for Visitors Guide, Visitors Center and Promotion and Marketing – Catherine Sebold, Tourism and Marketing Manager

Ms. Sebold presented the proposed agreement with the Chamber of Commerce for: 1) the oversight and management of the design, content, production, sales and distribution of the 2017 Gallup Visitors Guide; 2) maintenance and staffing a visitor information center at the Chamber of Commerce facility; and 3) advertising and promotion services to attract visitors and increase tourism. The following amounts are specifically allocated for certain functions within the agreement: \$100,000 for advertising and promotion; \$50,000 for the operation of the visitor information center; and \$35,000 for the Gallup Visitors Guide, for a total of \$185,000. The term of the agreement is for one year. Ms.

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Sebold also presented a sample of the small “table tents” that contain information about the Nightly Indian Dance program. The Chamber of Commerce will provide assistance in disseminating the table tents to be placed at local businesses.

Mr. Lee provided an overview of the Arrival to Destination proposal which is an affordable hospitality training program. The program is not only intended for workers of tourist related businesses but for all members of the community. Mr. Lee also provided an update on the marketing initiatives of the Chamber of Commerce, including New Mexico True Television, social media enhancements and collaborative efforts with the State Tourism Department.

Councilor Palochak made the motion to approve the Professional Services Agreement with the Gallup-McKinley County Chamber of Commerce for Visitors Guide, Visitors Center and Promotion and Marketing Services. Seconded by Councilor Kumar. Roll call: Councilors Palochak, Kumar, Garcia, Landavazo and Mayor McKinney all voted yes.

7. Approval of Collective Bargaining Agreement Between the City of Gallup and the Gallup Police Officer’s Association, Fraternal Order of Police, McKinley County Lodge #7 – Klo Abeita, Human Resources Director

Ms. Abeita presented the proposed agreement which has been ratified by employees within the Gallup Police Officer’s Association on June 7, 2016. The non-economic issues that were negotiated pertain to union and employee rights where non-probationary employees may join the union without interference; the City shall provide a space for bulletin boards for official union business; sick leave hours may now be used to care for an ill or injured member of one’s immediate family; absence from work longer than five days requires medical documentation, rather than three days as required under the previous contract; and enhanced language concerning management rights to a) hire, promote, assign, transfer and discharge employees, b) determine qualifications for employment, c) take action to carry out mission, d) determine what, whom, when for services provided, and d) determine staffing. The economic issues that were negotiated pertain to an increase from \$800 to \$1,000 for annual uniform allowances and a one-time non-recurring lump sum payment of \$500 to police officers subject to statutory taxes and deductions. The contract provisions also include an economic reopener in November of each year of the contract.

Councilor Garcia made the motion to approve the Collective Bargaining Agreement with the Gallup Police Officer’s Association, Fraternal Order of Police Lodge #7. Seconded by Councilor Kumar. Roll call: Councilors Garcia, Kumar, Landavazo, Palochak, and Mayor McKinney all voted yes.

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8. a. Approval of Lease Agreement with Elk Country Ranch, LLC for Animal Shelter; and
- b. Public Notice Given Pursuant to Section 10-16-7 of the Governmental Conduct Act that a Public Officer or Employee, Namely Cosy Balok, has a Substantial Interest in an Entity, Namely Elk Country Ranch, LLC, with Whom the City of Gallup is Going to Contract with for the Lease of Property

– George Kozeliski, City Attorney

Mr. Kozeliski presented the proposed lease agreement for the current animal shelter site owned by Elk Country Ranch, LLC (Dr. and Mrs. Clint Balok, DVM). The lease agreement is in accordance with the Joint Powers Agreement (JPA) on Animal Control between the City and County that was approved by both parties over a month ago. The JPA has been recently approved by the New Mexico Department of Finance and Administration (DFA). The amount of the lease will be \$51,600 per year. The JPA provides for the new Animal Control Authority Board to investigate possible new sites and funding to build a new facility that would be owned by the City and County. Mr. Kozeliski provided an overview of the JPA pertaining to enforcement of ordinances by animal control officers and the operation of the animal shelter. Cosy Balok, Animal Control Coordinator, is the spouse of Dr. Balok; therefore, the aforementioned notice is provided to the public in accordance with the Governmental Conduct Act.

Councilor Landavazo made the motion to approve the Lease Agreement with Elk Country Ranch, LLC for Animal Shelter. Seconded by Councilor Kumar. Roll call: Councilors Landavazo, Kumar, Garcia, Palochak and Mayor McKinney all voted yes.

9. Approval of Audit Contract with Hinkle + Landers, PC – Patty Holland, Chief Financial Officer

Ms. Holland presented the proposed contract for the annual financial audit of the City for Fiscal Year (FY) 2016. Based on the evaluation of the RFPs submitted and the approval by the State Auditor's Office, Ms. Holland recommended approval of the contract with Hinkle + Landers, PC in the amount of \$67,528.

Councilor Landavazo asked about the term of the contract. Ms. Holland said the term of the contract is for one year and renewable up to three years. The State also allows contracting with the firm for up to six years maximum.

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Councilor Palochak made the motion to approve the Audit Contract with Hinkle + Landers, PC. Seconded by Councilor Garcia. Roll call: Councilors Palochak, Garcia, Kumar, Landavazo and Mayor McKinney all voted yes.

### 10. Approval of the Financial Policies of the City of Gallup – Patty Holland, Chief Financial Officer

Ms. Holland said the FY 2015 Audit revealed that the City needed to compile and approve its financial policies that were in place into a formal document. The City contracted with Accounting Solutions to produce a financial policies manual that covers financial controls, employee travel, use of City vehicles, and capital asset procedures.

Mayor McKinney said the proposed financial policies will permanently establish the way the City will operate.

Councilor Landavazo made the motion to approve the Financial Policies of the City of Gallup. Seconded by Councilor Palochak. Roll call: Councilors Landavazo, Palochak, Garcia, Kumar and Mayor McKinney all voted yes.

### 11. Budget Adjustment for City's Portion of the Prisoner Care Costs at the Adult Detention Center – Patty Holland, Chief Financial Officer

Ms. Holland said the City received an invoice from the County for its share of the prisoner care costs at the Adult Detention Center for FY 2016. Typically the invoice is paid by the City in July; however, the County has asked that the bill be paid in June to coincide with the fiscal year in which the expenditures were incurred. The bill is in the amount of \$480,000 which is 30% of the total cost for the prisoner care. The County is responsible for the remaining 70% of the cost. Ms. Holland said there are sufficient funds available from the City's reserves and based on her analysis, the City will be able to maintain a reserve level of at least 20% after the prisoner care costs are encumbered.

Councilor Landavazo said the Council needs to establish a strong mandate to the Jail Authority Board that it cannot stand for the enormous costs for operating the jail and to urge the Board that changes need to be made. He expressed concerns with the adverse effects to the City's budget by having to cover the massive costs at the jail as the City is facing the loss of gross receipts tax revenue due to the phase-out of the State's hold harmless provisions.

As a Jail Authority Board member, Mayor McKinney said there have been changes that have taken place, including the hiring of a new Warden. The new Warden is pursuing contracts to house prisoners from the Bureau of Indian Affairs and has proposed the

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increase of the rates for prisoner care costs to outside agencies. The new Warden is also working on developing programs at the jail to entice outside agencies to house their prisoners. Mayor McKinney agrees with Councilor Landavazo about changes that need to be made to reduce expenses at the jail.

As the remaining Jail Authority Board member, Councilor Palochak said changes have been made to speed up the process of collecting outstanding invoices from outside agencies. She said jails are a necessity; however, they are not for-profit businesses and most jails are not self-sustaining. Both Mayor McKinney and Councilor Palochak pointed out that the County cannot continue to cover the enormous costs at the jail since the County is responsible for 70% of the costs, which totals \$1,120,000.

Councilor Kumar said the new Warden needs time to implement the new rate increases and to allow the Warden to demonstrate how his business plan is working. Councilor Kumar recommended revisiting the matter in four to six months to check on the financial condition of the jail.

Councilor Garcia said she has confidence in the new Warden and the Jail Authority Board; however, she strongly agrees with Councilor Landavazo to establish a mandate to the Board and urge the Board that changes need to be made at the jail.

Following discussion, Councilor Kumar made the motion to approve the budget adjustment for the City's portion of the prisoner care costs at the Adult Detention Center. Seconded by Councilor Palochak. Roll call: Councilors Kumar, Palochak, Landavazo, Garcia and Mayor McKinney all voted yes.

12. Resolution No. R2016-29; Fiscal Year 2017 Budget Adoption – Maryann Ustick, City Manager and Patty Holland, Chief Financial Officer

Ms. Ustick presented the FY 2017 Budget for final approval and for submission to the New Mexico DFA by July 31, 2016. Ms. Ustick and Ms. Holland presented a power point presentation illustrating the key provisions from the Preliminary Budget, 2017 Revenue Budget and 2017 Budget Expenditures. A copy of the power point presentation is attached hereto, marked as Exhibit A and made a part of these official Minutes.

Discussion followed concerning budget comparisons with other municipalities similar to Gallup and the salary survey that will be conducted after July 1, 2016.

Councilor Palochak made the motion to approve Resolution No. R2016-29. Seconded by Councilor Kumar. Roll call: Councilors Palochak, Kumar, Garcia, Landavazo and Mayor McKinney all voted yes.

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### 13. Construction Management Proposal for Allison Road Bridge Construction Project – Stan Henderson, Public Works Director

Mr. Henderson presented the proposal submitted from Bohannon Huston, Inc. (BHI) of Albuquerque for the construction management services required for the daily oversight of the construction of the new Allison Road Bridge. He also presented the scope of work to be performed under the proposal. BHI's proposed estimated cost for the Federal Highway Administration (FHWA)/New Mexico Department of Transportation (NMDOT) construction management requirements specified in the scope of work is \$470,345.10 including NMGRT. The proposed cost estimate is an estimated "worst case" ceiling amount not to be increased without specific approval by the City. City staff is striving for clearing FHWA/NMDOT final Plans, Specifications and Estimate review (PSnE) project certification requirements, including environmental and right-of-way certifications, by October 2016 with construction advertisement in November 2016 and construction contract award in December 2016. Construction is anticipated to begin in January 2017. There is no fiscal impact to the City since the estimated costs will be covered by the Governor's 2015 funding grants for construction. Mr. Henderson, Kurt Thorson and Matt Santistevan of BHI answered questions posed by the Mayor and Councilors concerning the time frame of the project, the extensive requirements imposed by the FHWA and NMDOT and the closure of Allison Road during construction of the project.

Councilor Landavazo made the motion to approve the Construction Management Proposal for the Allison Road Bridge Construction Project. Seconded by the Councilor Palochak. Roll call: Councilor Landavazo, Palochak, Garcia, Kumar and Mayor McKinney all voted yes.

### 14. Appointments to the Gallup-McKinley County Animal Control Authority Board – Mayor Jackie McKinney

In accordance with the JPA with the County on Animal Control, Mayor McKinney recommended the appointments of Dr. Oscar Palomo, Joyce Lebeck and Patty Holland as the City's representatives to the new Board. The JPA provides for three members to be appointed by the City and two members appointed by the County.

Councilor Palochak made the motion to appoint Dr. Oscar Palomo, Joyce Lebeck and Patty Holland to the Gallup-McKinley County Animal Control Authority Board. Seconded by Councilor Kumar. Roll call: Councilors Palochak, Kumar, Garcia, Landavazo and Mayor McKinney all voted yes.

### 15. Appointment to the Behavioral Health Investment Zone (BHIZ) Oversight Board – Mayor Jackie McKinney

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Mayor McKinney recommended the appointment of Eric Babcock, Fire Chief, as the City's representative on the Board.

Councilor Garcia made the motion to appoint Chief Eric Babcock to the Behavioral Health Investment Zone Oversight Board. Seconded by Councilor Kumar. Roll call: Councilors Garcia, Kumar, Landavazo, Palochak and Mayor McKinney all voted yes.

### **Comments by Public on Non-Agenda Items**

None.

### **Comments by Mayor and City Councilors**

Councilor congratulated Capt. Marinda Spencer, Gallup Police Department, on her recent promotion.

Councilor Kumar said the American Cancer Society's Relay for Life event was a huge success. The event raised funds in excess of \$1 million. He expressed his displeasure about the property damage that recently occurred at businesses in the downtown area.

Councilor Landavazo commended those who were involved in the year round fund raising efforts for Relay for Life. He was pleased with the attendance and the activities during the Arts Crawl event which took place last Saturday night. He expressed his concerns about public safety due to the tragic event that took place in Orlando, Florida over the weekend, where many people were killed and injured in a shooting at a nightclub. Councilor Landavazo asked Ms. Ustick and Acting Chief Boyd to look into the possibility of placing a metal detector at the entry way to the Council Chambers.

Councilor Palochak said the community cleanup campaign, which took place in her district on June 4, 2016, was very successful. She commended the City's employees who worked to collect junk and refuse from west side residences. Councilor Palochak said she was pleased to be a board member of Relay for Life and she commended the City's employees who assisted with the event. She also commended the citizens of the community for coming together to raise funds and to participate in the event. Councilor Palochak expressed her displeasure with the vandalism of the concession stands at the City's ball parks.

Mayor McKinney was also pleased with the Relay for Life event as well as the Gallup Lions Club Parade and Barbeque over the weekend. He commended the City's police officers for the work they do in the community, including providing coverage at local events. The Mayor also enjoyed the Arts Crawl event and the Nightly Indian Dances and the crowds of people attending the events. Mayor McKinney said the proposed metal detector may also be used during the daily course of business at City Hall, in a similar manner as the Court House. The Mayor has worked with the Warden at the

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Adult Detention Center to have prisoners clean the community by picking up trash and cutting weeds. The cleanup detail will continue on a daily basis as long as there is staff support from the jail to assist with the detail. Mayor McKinney also commended Vince Alonzo, Parks and Recreation Director, and his crews for providing support in the cleanup detail.

Discussion followed concerning the length of time needed to gather information regarding the proposed placement of a metal detector at the entrance to the Council Chambers. Councilor Landavazo asked that the information be provided to the Mayor and Councilors at the next regular meeting.

**Comments by City Attorney and City Manager**

Mr. Kozeliski provided information about the Best of the Best Event which will take place at Red Rock Park next week. He also commended Mr. Alonzo and Ben Welch, Community Services Coordinator, for their work at the New Mexico High School and Junior High School State Rodeo Finals at Red Rock Park during Memorial Day Weekend.

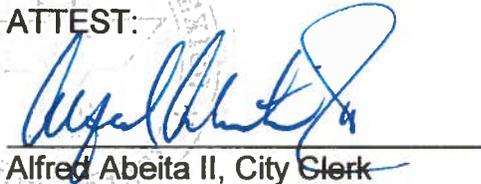
Ms. Ustick said the World Changers event will take place beginning June 20, 2016. She thanked Pastor Jay McCollum, First Baptist Church, for bringing the 150 volunteers to Gallup to help improve five needy homes in Gallup and six needy homes in the county. Ms. Ustick also presented information on the Home Fire Preparedness Campaign, sponsored by the American Red Cross, which provides free smoke alarms and free installations residents in need. The campaign will take place on July 16, 2016.

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

  
Jackie McKinney, Mayor



ATTEST:

  
Alfred Abeita II, City Clerk

Approved 6/28/2016

EXHIBIT A



**CITY OF  
GALLUP**

FINAL FY 2017 BUDGET PRESENTATION

# FOCUS: GENERAL FUND



Balanced budget for FY17,  
including a 21.6% Fund Balance

# Key Revisions from Preliminary Budget: General Fund

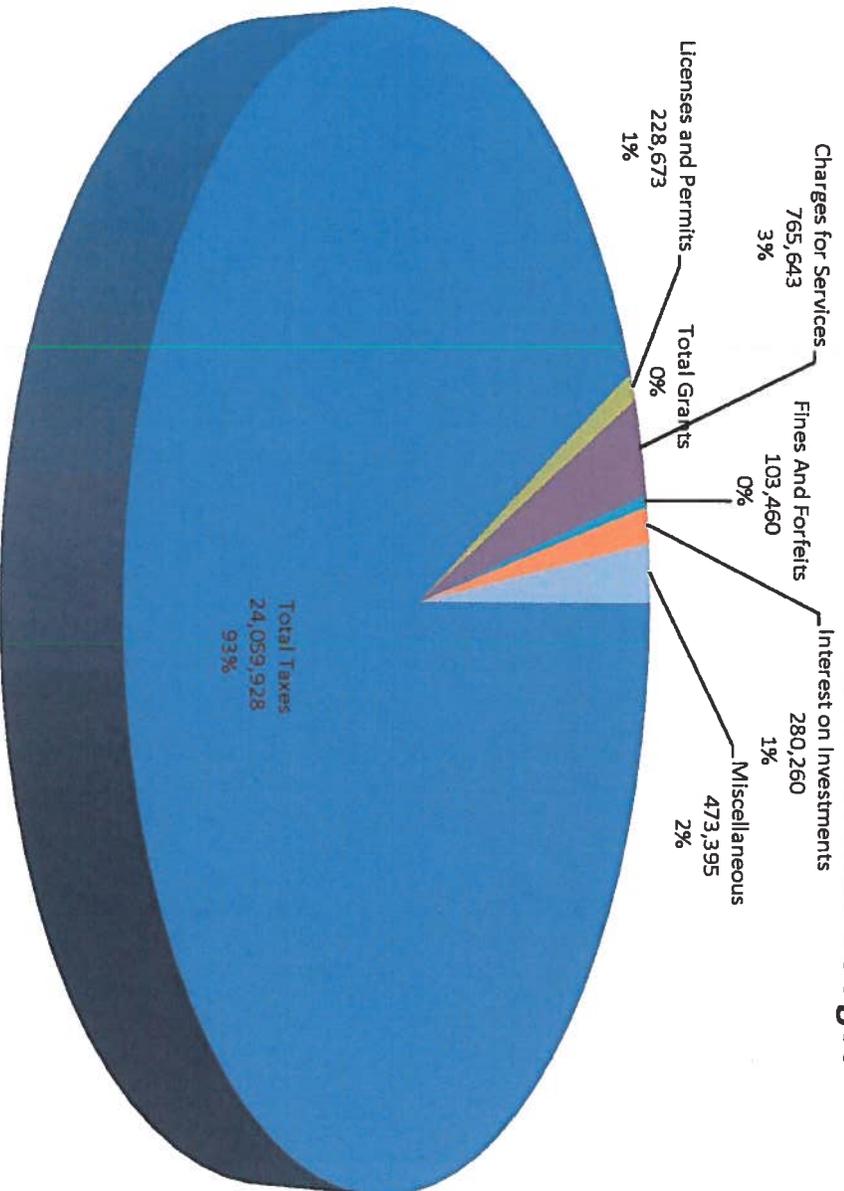
1. Health insurance increased costs for the coming year were budgeted higher at \$105,750 (10%) than the actual increase of \$22,303 (2.1%) resulting in a decrease of \$83,447
2. Actual COLA costs are \$240,430 an increase of \$125,964
3. Care of Prisoners bill estimated to be \$400,000, \$50,000 higher than originally budgeted.

# Key Revisions from Draft Budget: General Fund cont'd

4. Metro Dispatch budget was approved for \$65,000, originally budgeted at \$25,000
5. Maintenance Grounds and Roadways in the Special Activities account were originally budgeted at \$250,000, this amount has been reduced to \$96,050. However the unused \$250,000 from the current year will roll forward.

Note: Special Activities Budget 1025 includes \$250,000 for 50% matching funds for sidewalks and curb and gutter. This is in addition to funding for curb, gutter and sidewalk projects included in the CIP.

## 2017 Revenue Budget



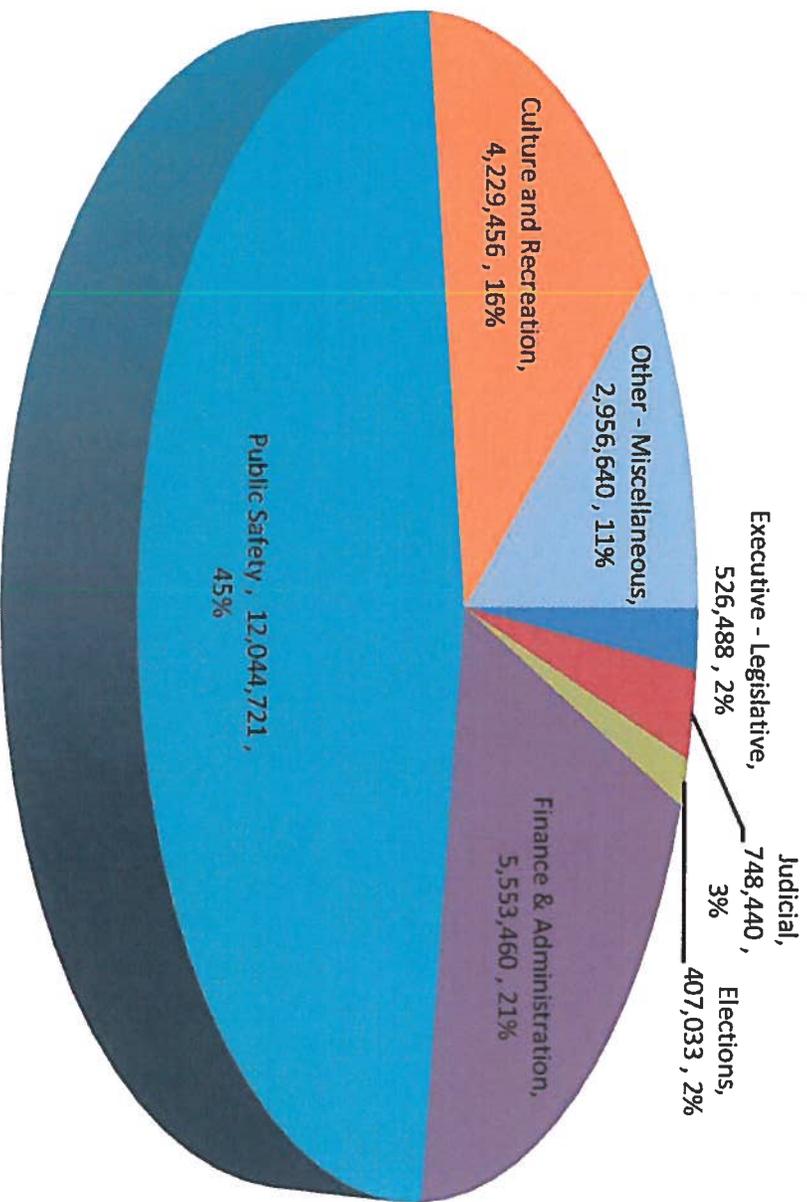
- Total Taxes
- Total Grants
- Licenses and Permits
- Charges for Services
- Fines And Forfeits
- Interest on Investments
- Miscellaneous

# Key Revisions from Preliminary Budget: Other Funds

1. Health Insurance costs for other funds decreased by  
\$37,294
2. COLA costs for other funds increased by \$39,738

Note: COLA funds will be available for Collective Bargaining in accordance with the City's Collective Bargaining Ordinance.

# 2017 Budget Expenditures



- Executive - Legislative
- Judicial
- Elections
- Finance & Administration
- Public Safety
- Culture and Recreation
- Other - Miscellaneous



Questions???

