

AGENDA

GALLUP CITY COUNCIL REGULAR MEETING TUESDAY, OCTOBER 11, 2022; 6:00 P.M. CITY COUNCIL CHAMBERS



Louie Bonaguidi, Mayor

Linda Garcia, Councilor, Dist. 1

Michael Schaaf, Councilor, Dist. 2

Sarah Piano, Councilor, Dist. 3

Fran Palochak, Councilor, Dist. 4

Maryann Ustick, City Manager

Curtis Hayes, City Attorney

The meeting will be accessible through the City of Gallup's Facebook Page:

[City of Gallup, New Mexico Government - Home | Facebook](https://www.facebook.com/cityofgallup)

Members of the public may submit comment on non-agenda items either in person or by telephone. To submit comment by telephone, please call (505) 863-1254 to leave your name and a return phone number.

A. Pledge Of Allegiance

The members of the body and the public are invited to recite the Pledge of Allegiance.

B. Roll Call

C. Presentation Of Proclamations

Domestic Violence Awareness Month - October, 2022

George Galanis Cultural Center

D. Consent Agenda

These items are placed on the Consent Agenda so City Council can designate by unanimous consent those routine items they wish to be approved or acknowledged by one motion. If any item does not meet the approval of all Council members or if a citizen so requests, it will be heard as a separate item.

Action Needed:

Motion to approve or acknowledge Items 1-8 on the Consent Agenda by unanimous vote:

1. Approval Of Minutes

Regular Meeting of September 13, 2022

Fiscal Impact: None.
Recommendation: Approve the minutes.
Speaker's Name None.

Documents:

[DRAFT MINUTES SEPT 13 2022 REG MTG.PDF](#)

2. Budget Adjustment Of FY'2022 Cash Balance

Gallup Fire Department requests a budget expenditure increase of \$180,000, from remaining annual FY' 2022 Fire Fund Award and new revenue received from FY' 23 Fire Fund Award. This years Fire Fund award was \$667,066 and amount budgeted is \$594,972 ,the revenue increase is \$72,094. The remaining cash balance will be budgeted towards operational and capital project needs.

Fiscal Impact, Specific Break-down:

- o Increase expenditure of \$107,906 to fire fund 209 - Vehicle capital, project CI 2012.
- o Increase revenue and expenditure of \$72,094 to fire fund 209 for Operational needs (Will coordinate accounts with finance)

Fiscal Impact: See above
Recommendation: Staff recommends approval
Speaker's Name Jesus "Chuy" Morales, Fire Chief

3. Award Of Bid For Phase 2 Of City Hall HVAC Replacement

The city went out to bid to replace 5 rooftop HVAC units at city hall. These units are in need of replacement and will help with the overall air quality in the facility. Multiple bids were put in, with Laroc Inc. being the low bidder. We ask for the approval of award to Laroc Inc. in the amount of \$102,845.86.

Fiscal Impact: No fiscal impact. This project was budgeted and approved through the city CIP.
Recommendation: Staff recommends the award of contract for BID 2217 to Laroc Inc.
Speaker's Name Jon DeYoung

Documents:

[BID TABULATION 2217.PDF](#)

4. Appointment Of Nicole Roundtree To The Octavia Fellin Public Library Advisory Board

Mayor Louie Bonaguidi recommends the appointment of Nicole E. Roundtree to fill the vacancy on the Octavia Fellin Public Library Advisory Board. Supporting documentation will be provided at the meeting.

Fiscal Impact: None.
Recommendation: Appoint Nicole Roundtree to the Octavia Fellin Public Library Advisory Board.
Speaker's Name Mayor Louie Bonaguidi

5. Budget Adjustment To Revenue And Expenditure For The Octavia Fellin Public Library In The Amount Of \$42,311.00

The Octavia Fellin Public Library requests an increase to our budget to upgrade the position of Museum Technician (GS05) to Exhibition and Public Programming Curator (M13). The proposed position requires a Master's Degree and relevant experience working in a cultural institution. The Exhibition and Public Programming Curator (EPCC) will work in collaboration with the Director and other museum and library staff on the conceptualization, development, and implementation of exhibitions; the determination of institutional curatorial priorities; and the selection of in-house, traveling, and guest curated exhibitions in the City's libraries and museums. The EPCC will participate in establishing priorities for publications, and digital initiatives, such as online access to collections and curatorial work. The EPCC will provide leadership in developing and preparing grant proposals for exhibitions and collection support. In collaboration with all staff, the EPCC will have creative responsibility and authority for the overall curatorial direction and stewardship of the Museum's collection.

The current pay grade for Museum Tech is GS05 with an annual cost of \$24,960.00.

The proposed pay grade for the EPCC is M13 with an annual cost of \$53,164.80.

The change in funding will be $53,165 - 24,960 = 28,208 + \text{bene } 14,103$ for an increase of 42,311.

Fiscal Impact: The estimated increase in OFPL revenues and spending is \$42,311.00 for salary and fringe
Recommendation: Approve budget adjustment and expenditures for the Octavia Fellin Public Library
Speaker's Name Tammi Moe

Documents:

[EXHIBITIONPUBLICPROGRAMMINGCURATOR-FIN.PDF](#)

6. Budget Increase To Expenditure For The Octavia Fellin Public Library In The Amount Of \$4556.54

The Octavia Fellin Public Library requests an increase in spending authority for the library's donation account. The current balance is \$4556.54. The line item allocations requested are:

\$1000.00 - 799-5055-435.45-30 (Professional Services)

\$1000.00 - 799-5055-435.46-10 (Supplies)

\$1000.00 - 799-5055-435.46-20 (Non-cap furniture)

\$556.54 - 799-5055-435.46-71 (Books)

\$1000.00 - 799-5055-435.46-76 (Education/Recreation)

Fiscal Impact: Expenditures for OFPL will increase by \$4556.54
Recommendation: Approve the requested increase expenditures for the Octavia Fellin Public Library
Speaker's Name Tammi Moe

7. **Budget Adjustment In Fund 202 - Capital Vehicle Purchases**

Council approved Capital Project Budget Transfers during the September 27, 2022 council meeting. During this process, a budget adjustment was requested from Fund 202 Operating Cash into PRJ# JU2222 in the amount of \$13,500 to cover the dump truck purchase based on pricing provided by Melloy Auto Group for the total amount of \$92,799.

Vehicle Service Center and Purchasing department recently discovered the pricing provided was miscalculated by Melloy Auto Group and received a new invoice in the total amount of \$93,604 leaving a shortfall of \$805.

Also, additional funding will be needed to purchase a 2-way radio and signage for the truck in the amount of \$1,695.

Fiscal Impact: \$2500 from Operating Cash in Fund 202 into PJR#JU2222 for purchase of dump truck and misc. items.
Recommendation: Staff recommends approval of the requested budget adjustment
Speaker's Name Adrian Marrufo - Acting Director SW/W/WW

Documents:

[CES 2023 RAM 5500 DUMP BODY CITY OF GALLUP QUOTE.PDF](#)

8. **Award Of Contract To Bohannon Huston, Inc. For Professional Services To Complete A Feasibility Study For Site Selection Of Autonomous Vehicle Testing Track, Mobility Complex, And Fueling/Charging Locations**

Attached for the City Council's consideration and approval is a professional service agreement from Bohannon Huston, Inc. of Albuquerque, New Mexico. Said services consist of completing a feasibility study for site selection of autonomous vehicle testing track, mobility complex, and fueling/charging locations. The Feasibility Study will not include detailed engineering, yet it will highlight the challenges and opportunities associated with the potential site locations and identify gaps where additional engineering may be needed in the future. The services requested were unique whereas not many vendors were available to perform the work, which is why staff utilized Bohannon Huston's

ongoing professional services agreement with the City of Gallup. This procurement process will help expedite the process of completing the project in a timely manner. See the attached proposal indicating the scope of work that staff is seeking approval on.

Fiscal Impact: \$74,650 including NMGRT, which will be funded by the \$150,000 State match to the EDA Airport Grant. Funds have already been budgeted in Project No. AP2105.

Recommendation: Staff recommends approval awarding the contract to Bohannon Huston, Inc. to complete a feasibility study

Speaker's Name Robert Hamblen

Documents:

[GALLUP_3.PDF](#)

E. Discussion/Action Topics

1. Approval Of Professional Service Agreement For Political Consultation Services.

Due to the passing of Mark Fleisher, the city has been searching for a replacement for consulting services. Based on referrals and research on the state's lobbyist registration website, potential candidates have been identified and interviewed by Mayor Bonaguidi.

Mayor Bonaguidi has selected Charlie Marquez, owner of Broad Spectrum Consulting, LLC as the best candidate to carry out the city's initiatives. The agreement with Broad Spectrum will be for nine months (October 1, 2022 through June 30, 2023) at \$4200 per month plus NMGRT.

Recommendation:

Approval of professional service agreement for political consultation services with Broad Spectrum Consulting, LLC in the amount of \$40,894.92 (\$37,800 + \$3094.92 NMGRT).

Fiscal Impact: None; funding is available in the FY23 budget.

Recommendation: See recommendation in the summary.

Speaker's Name Mayor Bonaguidi & Maryann Ustick, City Manager

Documents:

[BROAD SPECTRUM AGREEMENT.PDF](#)

2. Resolution No. R2022-41; Adoption Of The Economic Development Plan And Resolution No. R2022-42; Approve & Execute NMFA's Authorizing Resolution, Grant Agreement, And Certificate Of Grantee

The Gallup City Council at their August 10, 2021 regular meeting accepted the New Mexico Finance Authority (NMFA) funding #PG-5620 for a Comprehensive Plan/LEDA in the amount of \$50,000.00 to update and develop an Economic Development Plan for the City of Gallup. The Gallup City Council at their March 22, 2022 regular meeting awarded the contract to Bohannon Huston, Inc. to

provide professional services to develop the Economic Development Plan. The Economic Development Plan will be incorporated into the City of Gallup Growth Management Master Plan (GMMP) thereby updating the economic element.

The plan has been reviewed by a variety of city departments as well as local and regional partners and has been approved by the New Mexico Economic Development Department (per the requirements of the grant). Bohannon Huston has completed the project and a final draft document is being presented to City Council for review and adoption. Bohannon Huston will give a presentation on the process, findings and recommendations of the plan.

In addition to the adoption of the plan, NMFA is requiring that the city approve and execute the Authorizing Resolution, Grant Agreement, and Certificate of Grantee authorizing that the terms and conditions of the grant have been completed.

Fiscal Impact: None. Presentation and adoption of the final draft document only. All project funds were previously approved and budgeted by City Council.

Recommendation: Approval of Resolution No. R2022-41 to adopt the Economic Development Plan & Resolution No. R2022-42

Speaker's Name Nikki Lee, Acting Planning & Development Director

Documents:

[R2022-41 ADOPT ECONOMIC DEVELOPMENT PLAN.PDF](#)
[GALLUP ECONOMIC DEVELOPMENT PLAN \[10-07-22\] FINAL.PDF](#)
[NMFA DOCUMENTS.PDF](#)
[CITY OF GALLUP ECONOMIC DEVELOPMENT PLAN CITY COUNCIL PRESENTATION FINAL.PDF](#)

3. **City Of Gallup Speed Hump Policy Resolution No. R2022-40**

Public Works Staff is recommending that the City Council adopt and approve a policy to establish standards and special requirements for the installation of Speed Humps within the City of Gallup residential neighborhoods listed in Exhibit A. Prior to the installation of speed humps all standards and requirements must be met and reviewed by the City of Gallup's Public Works Department. The Funding for the installation of speed humps must be approved by the City Councilor for that district. This is due to the funding for the installation of speed humps coming from the City Councils discretionary funds.

The City of Gallup currently has an administrative policy of 100% signature requirement for the installation of speed humps within the block. Staff is recommending that the City Council select one of the four (4) options listed below as a requirement for the installation of speed humps and adopt a policy.

- Option 1: We leave at the current percentage of 100%.
- Option 2: We reduce the percentage to 90%.
- Option 3: We reduce the percentage to 80%.
- Option 4: We reduce the percentage to 70%.

Fiscal Impact: none

Recommendation: Select one of the (4) options and approve a policy to

establish standards for speed humps

Speaker's Name Robert Hamblen

Documents:

[RESOLUTION NO 2022-40 ADOPTING SPEED HUMP POLICY.PDF](#)
[EXHIBIT A - SPEED HUMP PROGRAM POLICY OCT 2022.PDF](#)
[EXHIBIT A - CITIES IN NEW MEXICO SPEED HUMP POLICIES.PDF](#)
[EXHIBIT A - SPEED HUMP DESIGN.PDF](#)
[EXHIBIT A - PETITION LIST.PDF](#)

4. Acceptance Of Award Of Funding From The New Mexico Law Enforcement Fund In The Amount Of \$1,312,500.00 To Be Distributed Over The Next Three (3) Fiscal Years.

The New Mexico legislature in the 2022 regular session passed the Omnibus Crime Bill, HB 68. As part of this bill, on September 8, 2022, Chief of Police Franklin Boyd received a notice of award of funding from the Law Enforcement Fund for the City of Gallup.

The purpose of this funding award is to cover the cost of hiring new officers. The amount allocated for Gallup is \$1,312,500.00. This funding will be distributed over the next three (3) fiscal years and is required to be fully expended each year.

The first allocations will be disbursed at 100% within 5 business days of acceptance of the attached agreement.

The allocated funds will be disbursed 100% up to \$750,000 the first year, 50% up to \$375,000 the second year, and 25% up to \$187,500 the third year. The Allocation Recipient will submit to the Department of Finance & Administration the attached signed document and evidence of approval of the local governing body.

Funds for the first disbursement must be expended by June 30, 2023; the second disbursement will be made in July 2023 to be expended by June 30, 2024; and the last disbursement will be made in July 2024 to be expended by June 30, 2025. Any amount not expended in each of the three years will be returned to the State of New Mexico, Department of Finance and Administration in the year that it is scheduled for reversion. All expenditures must occur prior to the reversion date.

The Allocation Recipient also agrees to submit quarterly reports using Exhibit A, Law Enforcement Report, providing updates on the hiring of law enforcement positions.

Attachments: HB 68, notice of award letter, law enforcement report (exhibit A).

Fiscal Impact: No matching funding required. Budget adjustment for revenue and qualified expenditure in the amount of \$1,312,500.00. This funding will be distributed over the next three (3) fiscal years as referenced and is required to be fully expended each year.

Recommendation: Acceptance of award of funding from the New Mexico Law Enforcement Fund in the amount of \$1,312,500.

Speaker's Name Franklin Boyd - Chief of Police

Documents:

[HB68 FINAL.PDF](#)
[GALLUP_-_LAW_ENFORCEMENT_AWARD_LETTER.PDF](#)
[GALLUP 22-ZG1016-11 \(1\).PDF](#)

F. Presentation And Information Items

1. Presentation Of Proposed Water Rate Changes

City staff have been working with Council and our outside advisors on a proposal for adjusting the City of Gallup water rates. We are presenting the updated proposal and asking for guidance on which option of the two presented is preferred. With that directive, staff will prepare the ordinance to reflect the changes and proceed with advertising and scheduling the ordinance for presentation for approval. The anticipated effective date is January 1, 2023.

The adjustments will be to increase the base meter rate in a manner that will support ongoing capital and debt service needs. This is a fixed rate and provides for steady revenue to support the infrastructure renewal, replacement and expansion planning. The commodity charge for water delivered will be adjusted to support the operational needs of the utility. The overall goal is to adequately support the needs of the enterprise and obtain and maintain 180 days cash on hand which is in the Council approved cash policy.

Fiscal Impact: None at this time, presentation only.

Recommendation: Staff request guidance on proceeding with the ordinance to adjust rates

Speaker's Name Patty Holland and Eric Harrigan, RBC Capital Markets, LLC

2. Presentation On The Proposed Central 66 Metropolitan Redevelopment Area (MRA) District

Brandon Howe of the Northwest New Mexico Council of Governments will provide a presentation on the proposed Central 66 MRA District. Supporting information will be presented at the meeting.

Fiscal Impact: None at this time.

Recommendation: No action required - presentation item only.

Speaker's Name Brandon Howe, NWNMCOG

G. Comments By Public On Non-Agenda Items

Members of the public are invited to comment on matters not appearing on the meeting agenda.

1. Comments by the Community Health Action Group - Dr. Constance Liu

H. Comments By Mayor And City Councilors

I. Comments By City Manager And City Attorney

J. Motion To Adjourn

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.