

AGENDA

**GALLUP CITY COUNCIL
REGULAR MEETING
TUESDAY, OCTOBER 24, 2023; 6:00 P.M.
CITY COUNCIL CHAMBERS
GALLUP CITY HALL, 110 WEST AZTEC AVENUE**



Louie Bonaguidi, Mayor

Linda Garcia, Councilor, Dist. 1

Michael Schaaf, Councilor, Dist. 2

Sarah Piano, Councilor, Dist. 3

Ron Molina, Councilor, Dist. 4

Jon DeYoung, Interim City Manager

David Eason, City Attorney

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

[City of Gallup, New Mexico Government - Home | Facebook](#)

Members of the public may submit comment 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. Roll Call

B. Pledge Of Allegiance

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

C. Comments By Public On Non-Agenda Items

Members of the public are invited to comment on matters not appearing on the meeting agenda. A time limit of two (2) minutes per person will be allowed.

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 1-5 on the Consent Agenda by unanimous vote:

1. Approval Of Minutes

Regular Meeting of September 26, 2023

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

Documents:

[DRAFT MINUTES SEPT 26 2023 REG MTG.PDF](#)

2. Approval Of Budget Adjustment And Expenditures For Funding Received From MFA

With the assistance of Northwest New Mexico Council of Governments, the City of Gallup reached out to the New Mexico Mortgage Finance Authority and requested assistance with short term operational funding for the Lexington Hotel, operated by Heading Home. The request was approved and the city received one-time emergency funding in the amount of \$30,000. The agreement is effective on October 1, 2023 and terminates on December 31, 2023.

Fiscal Impact: \$30,000 in revenues and expenditures in Fund 299.
Recommendation: Approval of the budget adjustment in revenue expenditures.
Speaker's Name JM DeYoung, Interim City Manager

Documents:

[MFA_FUNDING_AGREEMENT_LEXINGTON.PDF](#)
[MFA_LEXINGTON_HEADING HOME_OPERATION SUPPORT.PDF](#)

3. Resolution No. R2023-34; 1st Quarter FY 2024 Budget Adjustments And Report Of Actuals

Each quarter, the Finance department reviews any changes to the budget and submits these changes to council for approval. The following areas are reviewed: personnel, operations, capital outlay and transfers in and out of each fund. The Department of Finance and Administration (DFA) requires Council to pass a resolution for all budget increases, decreases, and transfers between funds.

DFA further requires approval of the report of actuals showing cumulative activity for the fiscal year. The report to DFA regarding budget revisions is due October 31, 2023.

We had four funds that ended the quarter with a negative cash balance. We are required to provide a temporary cash transfer to fully fund this:

Airport Improvement fund (308) \$525,000

NMFA Loan SSGRT 2022 (380) \$2,400,000

Legislative Appropriations fund (391) \$5,150,000

02/11 GO Bond Refunding (498) \$300,000

Fiscal Impact: None
Recommendation: Approval of Resolution R2023-34, the budget adjustments, report of actuals and temporary cash loans
Speaker's Name Patty Holland

Documents:

[RESOLUTION_FOR_BUDGET_ADJUSTMENT_TO_APPROVE.PDF](#)
[REPORTING SUMMARY 2023 Q1 TO CERTIFY.PDF](#)

4. Approval Of Contract With Laroc For HVAC Water Source Heat Pump Replacement At Galanis Multicultural Center

We have gone out to bid to replace the water source heat pump units at the Galanis Multicultural Center. These units are what help regulate the temperature within the facility. We received a grant of \$175,000 with no match. Grant LA2309. We received one bid, from Laroc, in the amount of \$125,685.24.

Fiscal Impact: None
Recommendation: Approval of contract with Laroc to replace HVAC units.
Speaker's Name Marc Lujan

Documents:

[BID TABULATION 2323.PDF](#)
[FORMAL BID 2323 \(1\).PDF](#)

5. Approval Of Professional Services Agreement With Miller & Company To Submit An Application With The United States Customs And Border Protection To Provide Supervision For The User Fee Airport And Foreign Trade Zone.

The Gallup Trade Port project has gone through a series of meetings that has led to the approval of a Resolution with the City Council on November 8, 2022, then secured a grant awarded by The New Mexico Department of Transportation for \$1,000,000 with no city match requirement that was approved by the City Council on June 13, 2023 and progressing to the next steps is to submit an application by said vendor and funds.

The application to the United States Customs and Border Protection is a tool to obtain User Fee Airport Approval by CBP. In other words, a User Fee Airport (UFA) is a mechanism to create a Foreign Trade Zone (FTZ) in Gallup, but a UFA and FTZ are two distinct concepts. FTZs are operated under the supervision of USCBP. The nearest CBP port of entry is Albuquerque, New Mexico, which is too far for CBP to provide supervision at an FTZ in Gallup. With a completed UFA, a CBP personnel are placed on site at the airport, who can in-turn provide

supervision over an FTZ project.

A Request of Proposal (RFP) was published September 22, 2023 and the city received proposal responses. The RFP evaluation Committee evaluated the proposals and met on October 16, 2023 to score the proposals using criteria developed and included in RFP No. 2023/2024/04/P. The evaluation Committee recommends Miller & Company as the successful provider and therefore seeks approval of award to RFP.

Immediately following the approval of Miller & Company, they will complete the application service agreement with the US Customs and Border Protection. The cost of proposal to complete the application is \$80,000 plus tax and up to \$14,000 for contingencies to total \$100,000 out of the \$1 million grant. The funds will also be used to plan for the required FTZ/User FEE Airport Facilities to be located at the Gallup Municipal Airport.

Executed Document will follow.

Fiscal Impact:	A Revenue and Expenditures budget of \$1 million is already set-up in Fund 308 with project AP2402. No city match is required.
Recommendation:	Staff requests approval of Miller and Company's agreement to submit the UFA/FTZ application.
Speaker's Name	Robert Hamblen

Documents:

[MILLER AND COMPANY COST PROPOSAL.PDF](#)

E. Comments By Mayor And City Councilors

F. Comments By City Manager And City Attorney

G. 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.