

AGENDA

GALLUP CITY COUNCIL REGULAR MEETING TUESDAY, NOVEMBER 9, 2021; 6:00 P.M. CITY COUNCIL CHAMBERS



Louie Bonaguidi, Mayor

Linda Garcia, Councilor, Dist. 1 Michael Schaaf, Councilor, Dist. 2
Yogash Kumar, 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](#)

Members of the public may submit comment on non-agenda items. Please call 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. 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 1-12 on the Consent Agenda by unanimous vote:

1. Approval Of Minutes

Joint Work Session of October 18, 2021 with McKinley County Board of

Commissioners

Regular Meeting of October 26, 2021

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

Documents:

[DRAFT MINUTES JT WORK SESSION OCT 18 2021.PDF](#)
[DRAFT MINUTES REG MTG OCT 26 2021.PDF](#)

2. Information Technology Department Budget Adjustment Request In The Amount Of \$13,000 To Non-Cap Equipment Account For Computer/Networking Equipment.

The Information Technology Department is requesting City Council approval for a budget adjustment in the amount of \$13,000 from Fund 101 to Information Technology's Non-Cap Equipment account. Due to unforeseen circumstances of the COVID pandemic and the increasing cost of technical equipment, IT's Non-Cap equipment account has been depleted and now has a balance of approximately \$11,000. Additional computer and networking equipment still needs to be purchased. The \$11,000 balance in the Non-Cap Equipment account is not sufficient to cover these costs. Therefore, a budget adjustment in the amount of \$13,000 is necessary to carry us through the remainder of the fiscal year and will allow for the purchase of needed equipment.

Fiscal Impact: \$13,000 from Fund 101 to Information Technology's Non-Cap Equipment account.
Recommendation: Recommend approval of budget adjustment of \$13,000.
Speaker's Name Suzanne Begay

3. Planning And Development Budget Adjustment Request In The Amount Of \$9,000.00 For Animal Control Salary And Wages / Overtime Account And A Budget Adjustment In The Amount Of \$4,000.00 For Animal Control Capital Purchases / Vehicles Account

The Planning and Development Department is requesting City Council approval for a budget adjustment in the amount of \$9,000.00 from Fund 101 to Animal Control Salary and Wages / Overtime Account to cover overtime costs related after hours on-call services provide by Animal Control. Animal Control is typically budgeted 18K for overtime however due to COVID this past budget cycle Animal Control's overtime budget was cut in half. Of the 9K that was budgeted for overtime a total of \$5,974.38 has been expended leaving a balance of \$3,025.62, which will not carry Animal Control through this fiscal year. The request for an additional \$9,000.00 for overtime will be enough to carry Animal Control through this fiscal year and will allow after hours on-call services to continue.

Planning and Development is also requesting City Council approval for a budget adjustment in the amount of \$4,000.00 from Fund 101 to Animal Control Capital Purchases / Vehicles Account to cover a shortage of funds needed to purchase a

new Animal Control vehicle with animal box. During the City's CIP process Animal Control was budgeted \$70,000.00 to purchase a new vehicle with an animal box. The initial estimate was for a 1/2 ton pickup with a box. When specked out it was discovered that the animal box would not fit on a 1/2 ton pickup so the vehicle needed to be upgraded to a 3/4 ton pickup. There is a difference of \$4,000.00 from the 1/2 ton pickup to the 3/4 ton pickup therefore the \$4,000.00 request is necessary to cover the shortfall.

McKinley County will be billed their 40% share per the Joint Powers Agreement.

Fiscal Impact: \$9,000.00 from Fund 101 to Animal Control Salary and Wages / Overtime Account, and, \$4,000.00 from Fund 101 to Animal Control Capital Purchases / Vehicles Account.

Recommendation: Recommend approval of budget adjustment requests of \$9,000.00 and 4,000.00 from Fund 101

Speaker's Name C.B. Strain

4. Budget Adjustment For Increases In Expenditures In The Following Funds: Fund 202 Of \$5,000, Fund 221 Of \$70,000 And Fund 311 Of \$75,000 - All From Fund Balance

In a review of expenditures it has been determined that there are two accounts that incur a monthly GRT administration fee that were not sufficiently funded for the year. A third account is in need of funding to cover bad debt write off costs. I am requesting an increase in budget expenditures from fund balance to cover these items in the following funds and amounts:

Fund 202 - expenditure increase for bad debts of \$5,000

Fund 221 - expenditure increase for grt administration fee of \$70,000

Fund 311 - expenditure increase for grt administration fee of \$75,000

Fiscal Impact: Increase in expenditures in fund 202 of \$5,000, fund 221 of \$70,000 and fund 311 of \$75,000 all from fund balance.

Recommendation: Approve budget adjustments listed above

Speaker's Name Patty Holland

5. Budget Adjustment And Award Of Contract For Roof Repair

The Convention Center Roof at Red Rock Park was allocated money through the CIP process for maintenance but in order to complete the project, we need a budget adjustment in the amount of \$21,000 to complete the work. Additionally, we are seeking approval of a contract with DKG & Associates of Albuquerque to execute roof repair work.

Fiscal Impact: Budget adjustment for \$21,000 for roof repair from Lodger's Tax Fund Balance.

Recommendation: Approval of budget adjustment and roof repair contract with DKG & Associates

Speaker's Name Jennifer Lazarz

Documents:

[CES - RED ROCK PARK AUDITORIUM REVISED RE-ROOF 11-1-21.PDF](#)

6. Budget Adjustment To Revenue And Expenditure For Octavia Fellin Public Library In The Amount \$1,600

The Octavia Fellin Public Library was awarded a \$1600.00 grant through the American Library Association for the NASA@Your Library programs. The money awarded is to support services, and/or community engagement activities related to the LookUp! Explore our Universe (James Webb Space Telescope Launch - currently scheduled for November 2021; James Webb Space Telescope First Image - currently scheduled May 2022) and Collaborative Summer Library Program - Oceanography theme (Summer 2022). Program Goals: Present astronomy and its related fields as accessible and attainable as possible career paths for local youth, specifically indigenous youth. The funds will be used to purchase a telescope for the library, professional services for collaborative programming, and supplies for related STEAM activities.

Fiscal Impact: Budget adjustment to revenue and expenditure in the amount of \$1,600

Recommendation: Approve budget adjustment and expenditures for the Octavia Fellin Public Library

Speaker's Name Tammi Moe

Documents:

[NASALIBRARYGRANT-CHECK.PDF](#)

7. Budget Adjustment To Revenue And Expenditure For Octavia Fellin Public Library In The Amount \$14,569.31

Octavia Fellin Public Library (OFPL) has received their apportionment of the State Grants-in-Aid to Public Libraries governed by the [NEW MEXICO ADMINISTRATIVE CODE \(4.5.2\)](#). Completing our Annual Report each July serves as recognized New Mexico Public Libraries' application for state aid. The data reported is reviewed and used to determine state grants-in-aid eligibility and is based on requirements found in the Administrative Code. Each year, the state legislature appropriates funds to the state library in the form of state grants-in-aid. The amount allotted to public libraries depends on the number of public libraries that meet the eligibility criteria.

The City has been awarded funding from the State of New Mexico Department of Cultural Affairs in the amount of Fourteen-Thousand One Hundred Sixty-Nine Dollars and Thirty-One Cents (\$14,569.31) to support Recipient's library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with the delivery of basic library services as defined in Section 4.5.2.7(B).

Fiscal Impact: Both revenue and expenditures for the Octavia Fellin Public Library will increase by a total of \$14,569.31

Recommendation: Approve budget adjustment of both revenue and expenditures for OFPL in the amount of \$14,569.31

Speaker's Name Tammi Moe

Documents:

[OCTAVIA FELLIN LIBRARY FY22 ALLOCATION NOTIFICATION.PDF](#)
[OCTAVIA FELLIN LIBRARY FY22 STATE AID GRANT AGREEMENT.PDF](#)
[STATE GRANTS-IN-AID EXPENDITURES GUIDANCE SHEET UPDATED OCTOBER 2021.PDF](#)

8. Street Department Request For A Budget Adjustment For The Purchase Of A New Vogege Super 1700-3iVF Paver

The Street Department Is Requesting a Budget Adjustment in the Amount of \$426,946.32 From the Vehicle / Equipment 375. Fund for the Purchase of a New Vogege Super 1700-3i VF Paver. The New Paver will be used for the Resurfacing of our City Streets for the Mill and Overlay Projects.

Fiscal Impact: \$426,946.32 In Expenditures From the Vehicle / Equipment 375 Fund

Recommendation: Street Department Recommends Approval of the Purchase of the New Paver.

Speaker's Name Robert Hamblen

9. Electric Department FY2022 CIP Changes

Staff is requesting the closeout of CIP Project JU2212 in the amount of \$1,000,000 as it is no longer needed. This project, which included building transmission and distribution lines is being replaced by the construction of the new Sunshine Substation.

Staff is also requesting a reduction in Project number JU1903 in the amount of \$1,000,000. This project represents Phase III of the alleyway renovation project. At first look by Bixby Electric they only guessed at the cost and stated that it would be the most expensive part of the alley renovation. Together we estimated the cost at twice that of Phase I. When the Bixby estimator actually surveyed the project, I was given an estimate of \$612,073.94. We will have to go out to RFP this project and to give a level of comfort to that process we are leaving \$963,936.70 in the project prospective cost.

I have attached the quote from Bixby, the only change should be to include the State pricing agreement language.

Fiscal Impact: The Fiscal impact of these changes will reduce the Budget transfer to the Cash in Fund 307.

Recommendation: Staff recommends approval of these changes to the FY2022 CIP.

Speaker's Name John Wheeler

Documents:

[PHASE III ALLEY BIXBY.PDF](#)

10. Request For Approval Of Engineering Services To DePauli Engineering For Design Of A New Well

On October 26, 2021, City Council approved Resolution No. R2021-40; Approval and acceptance of a Department of Finance and Administration grant in the amount of \$2,000,000.

DePauli Engineering has submitted a cost proposal for engineering design services totaling \$340,198.73, Attachment 1; for the design, well specifications and bid documents for NM OSE G80/SJ-1491 water well including building and pump assembly.

Fiscal Impact: \$340,198.73 in expenditures from Fund 218. Appropriations will be disbursed through a reimbursement process.

Recommendation: Approval of Engineering Services to DePauli Engineering

Speaker's Name: Adrian Marrufo, Acting Director W/WW

Documents:

[SJ-1491 WELL DESIGN 2018_2019_07P.PDF](#)

11. Award And Budget Adjustment In Revenue & Expenditure For Professional Services RFP Wastewater Treatment Plant Improvements (NMED Loan)

RFP's were solicited and due by September 28, 2021 as required by the NMED (New Mexico Environment Department) through the CWSRF (Clean Water State Revolving Fund). Two proposals were received; one from Rock Gap Engineering and the other from DePauli Engineering. After evaluation committee reviewed, scored and interviewed both providers, it was determined that the higher ranked providers was DePauli Engineering (RFP Tabulation attached). It was therefore recommended by the evaluation committee to award services to DePauli Engineering. Information regarding solicitation was sent to NMED whereas it was approved by the NMED to proceed with services with DePauli Engineering. Letter from NMED is also attached.

Fiscal Impact: Contract funded by NMED through the Clean Water State Revolving Fund; \$1,120,000. budget adjustment in revenue and expenditure from NMED loan for professional services, previously received.

Recommendation: Approval of contract award and \$1,120,000. budget adjustment in revenue & expenditure from NMED Loan

Speaker's Name: Frances Rodriguez, Purchasing Director

Documents:

[2021-10-18_1118 CITY OF GALLUP CWSRF 065 ENGINEERING RFP APPROVAL.PDF](#)
[TABULATION 2021.2022.01.P WASTEWATER TREAT PLANT IMPROV..PDF](#)

12. Cancellation Of The November 23, 2021 Regular City Council Meeting

The next Regular Council Meeting falls on the week of Thanksgiving. Staff recommends the cancellation of the November 23, 2021 Regular Council Meeting.

Fiscal Impact: None.
Recommendation: Approve the cancellation of the November 23, 2021 Regular City Council Meeting
Speaker's Name Maryann Ustick, City Manager

D. Discussion/Action Topics

1. 2021 Best Of The Best Rodeo Final Numbers And Project Closeout

Given all that has gone on over the past year and a half regarding COVID and having to cancel the event for a year, we were still able to put on the Best of the Best Rodeo in 2021. It was later then we would have liked and saw less contestants than we had hoped for, we still look at the event as a success for the community. We need to close out the Best of the Best project for 2021.

Fiscal Impact: \$212,335.00 in revenue and \$229,377.45 in expenditure for a loss of \$17,042.45
Recommendation: Close the Best of the Best Project for 2021
Speaker's Name JM DeYoung

2. Best Of The Best Rodeo Budget 2022

The Best of the Best Rodeo is coming and will be here before we know it. In order to continue this event as well as grow the event we will need funding to do so. Our budget is based on how many contestants we plan on having attend. Moving the date of the event to June 22-25, 2022 will help drive contestant numbers this coming year.

Fiscal Impact: Approve Best of the Best contracts and rodeo project along with a budget adjustment for revenue of \$364,750 and expenditures of \$336,000. Also requesting a budget transfer of \$43,434 out of Lodger's Tax to be added into the Best of the Best Rodeo project.
Recommendation: Approval of the Best of the Best Rodeo budget
Speaker's Name JM DeYoung

Documents:

[FY22 MARKETING BUDGET FOR BEST OF THE BEST.PDF](#)
[BEST OF THE BEST BUDGET 2022.PDF](#)

3. Promotion Contract With Walt Eddy For The Best Of The Best Rodeo 2022

The contract with Walt Eddy for 2022 has a few changes from the previous contract. The changes include; the addition of steer wrestling as an event, removal of reference to how many campsites the City will control during the event and the payment terms to be after the completion of the 2022 event.

Fiscal Impact: All sums are payable from the rodeo budget
Recommendation: Approval of promotion contract with Walt Eddy for 2022 Best of the Best
Speaker's Name JM DeYoung

Documents:

[2022 BOB CONTRACT_W EDDY 2.PDF](#)

E. Presentation And Information Items

1. Strategic Plan Update 2021-2022

Attached is the City of Gallup's Strategic Plan Tracking Sheet.

Fiscal Impact: None
Recommendation: None
Speaker's Name JM DeYoung

Documents:

[STRATEGIC PLAN TRACKING SHEET 2021-2022.PDF](#)

2. Parks And Recreation Fees And Policies Review

Policies and fees have not been adjusted or reviewed for the Parks and Recreation Departments since May of 2006. Staff would like to propose / discuss increases in fees and also review of policies for the following: Cecil Garcia Fitness Center, Larry Brian Mitchell Rec Center, Harold Runnels Athletic Complex and Park's regarding field usage.

Fiscal Impact: None.
Recommendation: Review / Discuss Policies and Fees
Speaker's Name Vincent Alonzo

Documents:

[R2021 PARKS AND REC FEES \(3\).PDF](#)
[FUA HIGHLIGHTED CHANGES 2021 \(1\).PDF](#)
[FACILITIES USAGE AGREEMENT 2021 REVISION \(1\).PDF](#)

F. Comments By Public On Non-Agenda Items

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

G. Comments By Mayor And City Councilors

H. Comments By City Manager And City Attorney

I. 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.