

**GALLUP-McKINLEY COUNTY ANIMAL CONTROL AUTHORITY
MEETING AGENDA****Tuesday, October 11th, 2022, 1:00 p.m.
City Hall Council Chambers****The meeting will be accessible through the City of Gallup's Facebook Page:**
<https://www.facebook.com/CityOfGallup>**Members of the public may attend in-person.
Comments may be submitted in writing prior to the meeting or presented in-person.**

*** Call to Order / Roll Call

*** Approval of July 12th, 2022 Meeting Minutes**PUBLIC MEETINGS****ITEM ONE:** Out-of-State travel request for two Animal Protection Officers in January 2023- Tiffany Hubbard, Animal Control Manager**ITEM TWO:** Quarterly Financial Report- Nikki Lee, Acting Planning & Development Director**INFORMATION ITEMS****ITEM THREE:** Update of the McKinley County Humane Society's contract**ITEM FOUR:** Update on the vandalism of the Animal Control Shelter

*** Open Floor

*** Adjourn

Gallup-McKinley County Animal Control Authority
July 12th, 2022 Minutes
City Council Chambers

The Regular Meeting of the Gallup-McKinley County Animal Control Authority was called to order at 1:06 p.m. by Vice-Chair Dr. Oscar A. Palomo. Chairman Palomo stated that the meeting was being live streamed for the public through the City of Gallup's Facebook page.

Upon roll call, the following were present:

Dr. Oscar A. Palomo, MD
Ruth Gonzales Baca
Henrietta Soland
Misty Tolson

Upon roll call, the following were absent:

Dorie Rowberry

Presented to the Chairman and Authority Board Members for their approval were the minutes of the April 12th, 2022 meeting. Board Member Soland motioned for approval of minutes as presented. Seconded by Board Member Gonzales Baca. Motion Carried.

Upon roll call, the following votes were:

Henrietta Soland (Yes)
Ruth Gonzales Baca (Yes)
Misty Tolson (Yes)

ITEM ONE: Quarterly Financial Report

Nikki Lee, Planning Manager began by explaining how the Animal Control quarterly report was from July 2021 to March 2022. With the timing of the Board Meetings, the reports were a little behind. Ms. Lee stated that Animal Control's expenditures were right on track. The only thing done during that quarter was the transfer of funds to cover some unforeseen costs. There was no increase to the budget; they just moved existing funds around in line-item accounts. Ms. Lee explained that at the next meeting, they will have the full fiscal year 2023's financial report which will compare the projected budget and the actual budget. Ms. Lee stated that she was open for any questions from the Board.

Chairman Palomo asked the Board Members if they had any questions. There were none.

Chairman Palomo asked if there were any other interested parties wishing to speak to this item. There were none.

Chairman Palomo stated that the item was closed.

Motion to accept or not accept the quarterly financial report. Board Member Tolson motioned to accept Item One. Seconded by Board Member Soland. Motion Carried.

Upon roll call, the following votes were:

Misty Tolson (Yes)
Henrietta Soland (Yes)
Ruth Gonzales Baca (Yes)

ITEM TWO: FY 2023 Preliminary Budget

Nikki Lee, Planning Manager began by stating that the Preliminary Budget was exactly the same as the Proposed Budget presented in April. The Preliminary Budget is broken down into three (3) pieces; personnel budget, operations budget, and capital outlay budget whereas the total is a little over 1 (one) million dollars. Ms. Lee explained that the far-right hand column was the actual amount that staff was requesting approval on. The other columns give the Board an idea of what the budgets were from previous years. Comparing this year's Preliminary Budget to previous years displays an increase being that the department adds more tasks, which creates an increase to the amount of supplies as well as the increased cost of supplies. Ms. Lee stated that she believed this was a pretty solid, reasonable budget. If the budget is approved today, the next step will be to present it to the county for approval because the city is cost-sharing with them; county at 40% and city at 60%. Ms. Lee stated that she was open for any questions from the Board.

Chairman Palomo asked the Board Members if they had any questions.

Board Member Gonzales Baca asked what the Professional Services line item entailed. Ms. Lee stated that the Professional Services were for the animal shelter services (McKinley County Humane Society) and the veterinarian services (Clinton Balok), which were both on contract with the city.

Chairman Palomo asked if the Personnel Budget included the wages for the employees of the animal shelter services and veterinarian services. Ms. Lee responded no; the Personnel Budget was only for city employees whom were the Animal Protection Officers and Animal Protection Manager.

Board Member Gonzales Baca asked about the McKinley Humane Society's contract and what was going to happen with that. Ms. Lee explained that the next item will go into detail on the status of the animal shelter service's contract. Ms. Lee reminded the Board that the last time they met they discussed the issues with the McKinley County Humane Society's contract. They were talking about going back out for RFP and starting all over,

however since April, we have not done that. Ms. Lee explained that they have been reviewing the contract to see what things can be changed, but staff cannot simply go in and make that change. It has to go back out for RFP or we could possibly have our legal department make adjustments; it's unclear how it will be handled. As of now, as the budget sits, the city is still paying the McKinley County Humane Society the annual amount of \$179,000.

Chairman Palomo asked if there were any other interested parties wishing to speak to this item. There were none.

Chairman Palomo stated that the item was closed.

Motion to accept or not accept the FY 2023 Preliminary Budget. Board Member Gonzales Baca motioned to accept Item Two. Seconded by Board Member Soland. Motion Carried.

Upon roll call, the following votes were:

Ruth Gonzales Baca (Yes)

Henrietta Soland (Yes)

Misty Tolson (Yes)

ITEM THREE: Staff review of the McKinley County Humane Society's contract

Tiffany Hubbard, Animal Control Manager explained that since September 2020 a professional services agreement was in place between the city and the McKinley County Humane Society to provide animal shelter services. The city has been paying the vendor each month to complete their duties. Ms. Hubbard wanted to inform the Board that staff was in the process of reviewing the Humane Society's contract and are considering an adjustment to the contract whereas nothing has been decided yet. However, when the changes have been agreed upon, the information will be brought to the Board.

Board Member Tolson asked when the McKinley County Humane Society will be contacted to do this. Ms. Lee stated that they were still in the process of getting ahold of the McKinley County Humane Society because they had a hard time figuring out who was in charge and who does what. Right now, Ms. Lee is sending out letters to everyone who is listed on the State of New Mexico Business Registry. Staff will be setting up a meeting with the vendor and the City Attorney to discuss everything and go from there. Ms. Lee informed the Board that this was very preliminary whereas they're just starting the process. Staff just wanted to inform the Board and once something was decided or a recommendation was needed, they would come back to the Board. Ms. Lee stated that by the Board's next meeting in October they should know more. Board Member Tolson asked if it was approval for July since the contract was expiring.

Ms. Lee stated that it was not necessarily approval. The way the contract reads is when we go out for RFP, they're initially given two (2) years. The contract is active for two (2) years and the city has the option to renew the contract for an additional two (2) years. It's nothing official, but the city usually says yes we want to continue working with the vendor

and then the contract is renewed and services continue. In this case, staff wants to get the adjustment done before the contract renewal which is due in August 2022. Board Member Tolson stated that it needed to have a price increase. Ms. Lee responded that she unsure how that would go, but the City Attorney was working on strategies to address that. Ms. Lee emphasized how there was only so much that staff could do at their level.

Chairman Palomo asked who was in charge of the Humane Society. Ms. Lee stated that was a good question. Board Member Tolson stated that Laura Long was appointed as the Acting Director for the McKinley County Humane Society.

Chairman Palomo asked if there were any other interested parties wishing to speak to this item. There were none.

Open Floor:

Chairman Palomo asked if there was anyone in attendance that would like to comment on a non-agenda item.

Tiffany Hubbard, Animal Control Manager wanted to inform the Board of what Animal Control was doing and how they were going to start taking in animals again. On Friday, Ms. Hubbard reached out to the Bernalillo County Emergency Management for mutual aid request. They were able to assist Animal Control with a tent, kennels, and a generator to provide airflow. She explained how they have an offsite location setup behind the shelter so that Animal Control can pick up and house animals in a separate building so that they are not exposed to anything. Ms. Hubbard explained that everything has been set up whereas they have a total of fifteen (15) kennels and are able to start picking up animals again after the distemper outbreak. She emphasized how they're limited on space and right now can only pick up dog bites and aggressive dogs. As far as Ms. Hubbard knows the Humane Society is not doing transports.

Chairman Palomo stated that the article in the newspaper was very helpful to let the public know that this was a temporary and not a permanent issue. He wondered if the public knew they were able to foster animals. Ms. Hubbard stated that she was unsure. She explained how Animal Control only keeps the animals for five (5) days, then they're given to the Humane Society. Then the Humane Society would have to figure out what to do. Ms. Hubbard explained how the animals were now being tested because they can be asymptomatic and not show any symptoms. The issue is the incubation period whereas it's a four (4) week quarantine. The virus is airborne through coughing and sneezing. CB Strain, Planning & Development Director added how it was vital that the Humane Society figure out what they're going to do on their side of things. Ms. Hubbard added how there was a time limit on the length of time that they could utilize the tent so that's something to keep in mind.

There was a discussion between the Board Members on how a new facility would certainly help with all the extra space to quarantine animals and hold new healthy incoming animals. CB informed the Board that they still needed to raise about ten (10) million more

dollars for the shelter. Right now, they're about to purchase the new land and then they can move to formal design. But they need more funds to construct the building. So it'll be about four or five more years before they get a new shelter.

The Board asked what the relations were between the Humane Society and Animal Control because they had been strained for a while. Ms. Hubbard stated it was fine for now, but the biggest thing for the Humane Society was that they don't have anyone to go to or to answer their questions. They look at her for guidance and help. She does what she can but at a certain point she doesn't have the authority to tell the Humane Society what to do. Board Member Tolson stated that Laura was doing the best she could.

Motion was made by Board Member Soland to adjourn the meeting. Seconded by Board Member Gonzales Baca. Motion Carried.

Upon roll call, the following votes were:

Henrietta Soland (Yes)
Ruth Gonzales Baca (Yes)
Misty Tolson (Yes)

Authority Board meeting adjourned at 1:33 p.m.

GALLUP McKINLEY COUNTY ANIMAL CONTROL AUTHORITY

CHAIRMAN DORIE ROWBERRY

ATTEST:

CLYDE (C.B.) STRAIN
SECRETARY TO GALLUP McKINLEY COUNTY
ANIMAL CONTROL AUTHORITY



Animal Control Department
Clyde "C.B." Strain, Director
Tiffany Hubbard, Animal Protection Manager

MEMORANDUM

Date: October 7, 2022

To: Gallup-McKinley County Animal Control Authority Board

From: Tiffany Hubbard, Animal Protection Manager

Subject: Out-of-State Travel Request- Longmont, CO

Discussion:

Reference the Joint Powers Agreement (JPA) where it states the Duties & Obligation of the Board to "Approve for GMCAC personnel out of state travel." Therefore, I am requesting approval for two (2) Animal Protection Officers to attend training in Longmont, CO.

Code 3 Associates is hosting a five (5) training from January 9, 2023 to January 19, 2023 in Longmont, Colorado. Included in your agenda packets is a flyer of the five (5) day training agenda.

The City of Gallup Animal Control will also be responsible for costs such as, the registration fee, lodging, mileage and meals. The fiscal year 2023 Animal Control budget will have sufficient funds to cover the training and travel costs for Animal Protection Officers, Tyson George and Francisco James. We anticipate the following costs:

- Registration \$1,100 (\$550 per person)
- Hotel for 6 nights \$1,670 (\$835.49 per person)
- Meals \$59 per day for each employee
- Mileage will be covered since they're taking a city unit

Depending on the cost of the meals, it will be about \$3,300 total. Please be aware that the training program is not offered within the state of New Mexico; this is the closest location the officer can attend. The Animal Protection Officers are in need of the training and we would appreciate the out-of-state travel request to be approved. The Planning Department will make all the necessary arrangements according to the City of Gallup travel procedures.



JANUARY 9-13, 2023

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	CURRENT ENCUMBRANCES	Y-T-D ACTUAL	BALANCE
GENERAL FUND					
101-2012-421.41-20	FULL-TIME POSITIONS	165,639	0	120,799	44,840
101-2012-421.41-30	PART-TIME POSITIONS	0	0	0	0
101-2012-421.41-40	SEASONAL POSITIONS	0	0	0	0
101-2012-421.41-50	OVERTIME	21,965	0	18,562	3,403
101-2012-421.41-60	ALLOWANCES	5,332	0	2,930	2,402
101-2012-421.41-70	TERMINAL LEAVE	0	0	0	0
101-2012-421.42-10	FICA - SOCIAL SECURITY	13,572	0	9,093	4,479
101-2012-421.42-20	FICA - MEDICARE	3,236	0	2,127	1,109
101-2012-421.42-30	RETIREMENT CONTRIBUTIONS	33,617	0	23,380	10,237
101-2012-421.42-50	GROUP INSURANCE	29,926	0	29,926	0
101-2012-421.42-60	RETIREE HEALTH	3,391	0	2,250	1,141
101-2012-421.42-70	UNEMPLOYMENT INSURANCE	0	0	0	0
101-2012-421.42-80	WORKER'S COMP (ASSESSMNT)	35	0	35	0
101-2012-421.42-90	TUITION REIMBURSEMENT	0	0	0	0
101-2012-421.42-99	OTHER	0	0	0	0
* PERSONNEL		276,713	0	209,102	67,611
101-2012-421.43-10	TRAVEL	0	0	0	0
101-2012-421.44-10	MAINT - BUILDINGS	0	0	0	0
101-2012-421.44-20	MAINTENANCE CONTRACTS	1,500	0	1,452	48
101-2012-421.44-30	MAINT - GROUND/ROADWAYS	0	0	0	0
101-2012-421.44-40	MAINT - EQUIPMENT	500	0	221	279
101-2012-421.44-50	MAINT - VEHICLES	0	0	0	0
101-2012-421.44-51	FUEL PURCHASES	9,500	0	6,598	2,902
101-2012-421.44-90	MAINT - OTHER	0	0	0	0
101-2012-421.45-30	PROFESSIONAL SERVICES	280,000	0	278,980	1,020
101-2012-421.45-90	OTHER SERVICES	1,000	0	424	576
101-2012-421.46-10	SUPPLIES	8,000	0	7,481	519
101-2012-421.46-20	NON-CAP-FURN, FIX & EQUIP	1,500	0	1,214	286
101-2012-421.46-30	SAFETY EQUIPMENT	905	0	881	24
101-2012-421.46-40	UNIFORMS	1,310	0	1,052	258
101-2012-421.47-04	EMPLOYEE TRAINING	800	0	323	477
101-2012-421.47-07	POSTAGE AND MAIL SERVICE	200	0	0	200
101-2012-421.47-08	PRINTING & PUBLISHING	200	0	177	23
101-2012-421.47-12	RENT OF EQUIP & MACHINERY	3,947	0	2,511	1,436
101-2012-421.47-13	RENT OF LAND & BUILDINGS	54,000	0	54,000	0
101-2012-421.47-14	SUBSCRIPTION AND DUES	800	0	505	295
101-2012-421.47-15	TELEPHONE	0	0	0	0
101-2012-421.47-16	UTILITIES	17,053	0	17,053	0
101-2012-421.47-92	LEASE INTEREST	0	0	0	0
101-2012-421.47-95	LEASE AMORTIZATION	0	0	0	0
101-2012-421.47-99	LEASE AMORTIZATION	0	0	0	0
* OPERATIONS		381,215	0	372,872	8,343
101-2012-421.48-20	EQUIPMENT & MACHINERY	0	0	0	0
101-2012-421.48-50	LEASE PURCHASE	0	0	0	0
101-2012-421.48-70	VEHICLES	74,000	0	0	74,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	CURRENT ENCUMBRANCES	Y-T-D ACTUAL	BALANCE
101-2012-421.49-60	PRINCIPAL	0	0	0	0
101-2012-421.49-70	INTERST	0	0	0	0
*	CAPITAL OUTLAY	74,000	0	0	74,000
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**	EXPENDITURE	731,928	0	581,974	149,954
***	ANIMAL CONTROL	731,928	0	581,974	149,954
****	SWORN POLICE	731,928	0	581,974	149,954
*****	GENERAL FUND	731,928	0	581,974	149,954
		731,928	0	581,974	149,954