

**GALLUP-McKINLEY COUNTY ANIMAL CONTROL AUTHORITY  
MEETING AGENDA****Tuesday, January 10<sup>th</sup>, 2023, 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 October 11<sup>th</sup>, 2022 Meeting Minutes**PUBLIC MEETINGS****ITEM ONE:** Annual Open Meetings Act, Resolution #RA 2023-01- Clyde (C.B.) Strain, Planning & Development Director.**ITEM TWO:** Quarterly Financial Report- Nikki Lee, Planning Manager**ITEM THREE:** Present Animal Control Statistics from January to December 2022- Tiffany Hubbard, Animal Protection Manager**INFORMATION ITEMS****ITEM FOUR:** Recognition of the late Clinton J. Balok**ITEM FIVE:** New Veterinarian, Jacqueline Shrewsbury

\*\*\* Open Floor

\*\*\* Adjourn

# **Minutes**

October 11, 2022 Regular Meeting

(Minutes will be disseminated prior to the  
January 10, 2023 meeting)

## **Public Meetings**

### **ITEM ONE**

Annual Open Meetings Act, Resolution #RA 2023-01

Clyde (C.B.) Strain, Planning & Development Director



Louie Bonaguidi, Mayor

Linda Garcia, District 1 Councilor  
Michael Schaaf, District 2 Councilor  
Yogash Kumar, District 3 Councilor  
Fran Palochak, District 4 Councilor

Maryann Ustick, City Manager  
Curtis G. Hayes, City Attorney



January 6, 2023

## MEMORANDUM

**TO:** Gallup-McKinley County Animal Control Authority

**FROM:** Clyde (C.B.) Strain, Planning and Development Director: 

**Ref:** Annual Open Meetings Act, Resolution No. RA2023-01

### BACKGROUND

The Open Meetings Act requires that the Gallup-McKinley County Animal Control Authority (at least) annually review what constitutes reasonable notice to the public of its meetings. Accordingly, the attached Resolution No. RA2023-01 is presented to the Board for consideration and approval.

### DISCUSSION

The Open Meetings Act itself does not set out specific requirements, other than a written agenda must be made available seventy-two (72) hours in advance of each meeting. However, the Attorney General recommends the following:

1. Regular meetings (second [2<sup>nd</sup>] Tuesday of January, April, July and October at 1:00 p.m.), ten (10), days' notice.
2. Special meetings, three (3), days' notice.
3. Emergency meetings, twenty-four (24) hours notice, with exception being a threat of personal injury or property damage.
4. Procedure for notice to the news media.
5. Provisions regarding compliance with ADA requirements, with the contact department being the City of Gallup Planning and Development Department.

### RECOMMENDATION

Staff recommends the Board approve the attached resolution RA2023-01, as written to incorporate policy for providing reasonable notice for the Gallup-McKinley County Animal Control Authority public meetings.

**GALLUP-McKINLEY COUNTY ANIMAL CONTROL AUTHORITY  
RESOLUTION NO. RA2023-01**

**ANNUAL DETERMINATION OF NOTICE UNDER THE OPEN MEETING ACT**

**WHEREAS**, the Gallup-McKinley County Animal Control Authority met in regular session, in Gallup New Mexico on January 10, 2023 at 1:00 p.m. after notice as required by law; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4), states that, Except as may be otherwise provided in the Constitution of the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative and judicatory body or other policy making body or and state or local public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or addition or any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Gallup-McKinley County Animal Control Authority to determine annually what constitutes reasonable notice of its public meeting.

**NOW, THEREFORE, BE IT RESOLVED**, by the Gallup-McKinley County Animal Control Authority of the City of Gallup that:

1. All meetings shall be held in the Council Chambers of City Hall located at 110 West Aztec Avenue at the corner of Second Street and Aztec Avenue, Gallup, New Mexico at 1:00 p.m., or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held quarterly on the second (2<sup>nd</sup>) Tuesday of January, April, July and October. The agenda will be available at least seventy-two (72) hours prior to the meeting from the City of Gallup Planning and Development Department, whose office is located on the second floor of City Hall at 110 West Aztec Avenue, at the corner of Second Street and Aztec Avenue, Gallup, New Mexico. Notice of regular meetings will be given ten (10) days in advance of the meeting date.
3. Gallup-McKinley County Animal Control Authority may call special meetings upon a three (3) day notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four (24) hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances, which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Gallup-McKinley County Animal Control Authority will avoid emergency meetings whenever possible.

Emergency meetings may be called by the Chairman or a majority of the members with twenty-four (24) hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the Gallup-McKinley County Animal Control Authority will notify the Attorney General's Office.

5. For the purposes of regular meetings described in paragraph two (2) of this resolution, notice requirements are met if notice of the date, time, place, and agenda is placed in newspapers of general circulation in the City and posted in the office of City Hall. The Gallup-McKinley County Animal Control Authority shall also provide telephone notice to those broadcast stations licensed by the FCC and newspapers of the general circulation in the City, which have made an annual written request for notice of public meetings.
6. For the purposes of special meetings and emergency meetings described in paragraphs three (3) and four (4) of this resolution, notice requirements shall be met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the City and posted in the office of City Hall. The Gallup-McKinley County Animal Control Authority shall also provide telephone notice to those broadcast stations licensed by the FCC and newspapers of the general circulation in the City, which have made an annual written request for notice of public meetings.
7. In addition to the information specified above, all notices shall include the following language:

Auxiliary aids for the disabled are available upon request, please contact the City of Gallup Planning and Development Department whose office is located on the second floor of City Hall at 110 West Aztec Avenue, at the corner of Second Street and Aztec Avenue, Gallup, New Mexico at least one (1) week prior to the meeting or as soon as possible in advance of the meeting to make any necessary arrangements.
8. The Gallup-McKinley County Animal Control Authority may close a meeting to the public only if the subject matter of discussion or action is exempted from the open meeting requirement under Section 10-15-1 (H), of the Open Meetings Act.
  - A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Gallup-McKinley County Animal Control Authority taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
  - B. If the decision to hold a closed meeting is made when the Gallup-McKinley County Animal Control Authority is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the

circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

- C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matter discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
  - D. Except as provided in Section 10-15-1 (H) of the Open Meeting Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Gallup-McKinley County Animal Control Authority in an open public meeting.
9. Nothing in this Resolution shall alter any legal requirement for greater or different notice of any specific public hearing.

**PASSED, ADOPTED, AND APPROVED THIS 10<sup>TH</sup> DAY OF JANUARY 2023**

**GALLUP-MCKINLEY COUNTY ANIMAL CONTROL AUTHORITY**

**BY: \_\_\_\_\_  
DORIE ROWBERRY, CHAIRMAN**

**ATTEST: \_\_\_\_\_  
Clyde (C.B.) Strain, Director of Planning and Development  
Secretary to the Gallup-McKinley County Animal Control Authority**

# **Public Meetings**

## **ITEM TWO**

Quarterly Financial Report  
Transactions from July 2022 to September 2022

Nikki Lee, Planning Manager



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	CURRENT ENCUMBRANCES	Y-T-D ACTUAL	BALANCE
GENERAL FUND					
101-2012-421.41-20	FULL-TIME POSITIONS	177,984	0	40,728	137,256
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	25,000	0	5,542	19,458
101-2012-421.41-60	ALLOWANCES	2,986	0	560	2,426
101-2012-421.41-70	TERMINAL LEAVE	0	0	0	0
101-2012-421.42-10	FICA - SOCIAL SECURITY	13,726	0	2,983	10,743
101-2012-421.42-20	FICA - MEDICARE	3,169	0	698	2,471
101-2012-421.42-30	RETIREMENT CONTRIBUTIONS	37,340	0	8,398	28,942
101-2012-421.42-50	GROUP INSURANCE	31,060	0	12,303	18,757
101-2012-421.42-60	RETIREE HEALTH	4,226	0	784	3,442
101-2012-421.42-70	UNEMPLOYMENT INSURANCE	0	0	0	0
101-2012-421.42-80	WORKER'S COMP (ASSESSMNT)	46	0	9	37
101-2012-421.42-90	TUITION REIMBURSEMENT	0	0	0	0
101-2012-421.42-99	OTHER	0	0	0	0
* PERSONNEL		295,537	0	72,005	223,532
101-2012-421.43-10	TRAVEL	4,000	0	0	4,000
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	170	55	275
101-2012-421.44-50	MAINT - VEHICLES	0	0	0	0
101-2012-421.44-51	FUEL PURCHASES	9,000	0	2,677	6,323
101-2012-421.44-90	MAINT - OTHER	0	0	0	0
101-2012-421.45-30	PROFESSIONAL SERVICES	280,000	217,900	61,080	1,020
101-2012-421.45-90	OTHER SERVICES	2,200	0	0	2,200
101-2012-421.46-10	SUPPLIES	7,000	0	79	6,921
101-2012-421.46-20	NON-CAP-FURN, FIX & EQUIP	3,000	0	1,795	1,205
101-2012-421.46-30	SAFETY EQUIPMENT	3,500	0	0	3,500
101-2012-421.46-40	UNIFORMS	3,500	0	0	3,500
101-2012-421.47-04	EMPLOYEE TRAINING	2,500	0	0	2,500
101-2012-421.47-07	POSTAGE AND MAIL SERVICE	100	0	0	100
101-2012-421.47-08	PRINTING & PUBLISHING	250	0	40	210
101-2012-421.47-12	RENT OF EQUIP & MACHINERY	4,500	2,048	452	2,000
101-2012-421.47-13	RENT OF LAND & BUILDINGS	54,000	36,000	18,000	0
101-2012-421.47-14	SUBSCRIPTION AND DUES	800	0	0	800
101-2012-421.47-15	TELEPHONE	3,400	0	0	3,400
101-2012-421.47-16	UTILITIES	16,000	0	3,518	12,482
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		395,750	256,118	89,148	50,484
101-2012-421.48-20	EQUIPMENT & MACHINERY	50,000	0	0	50,000
101-2012-421.48-50	LEASE PURCHASE	0	0	0	0
101-2012-421.48-70	VEHICLES	419,000	211,468	58,485	149,047

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	469,000	211,468	58,485	199,047
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**	EXPENDITURE	1,160,287	467,586	219,638	473,063
***	ANIMAL CONTROL	1,160,287	467,586	219,638	473,063
****	SWORN POLICE	1,160,287	467,586	219,638	473,063
*****	GENERAL FUND	1,160,287	467,586	219,638	473,063
		1,160,287	467,586	219,638	473,063

# **Public Meetings**

## **ITEM THREE**

Present Animal Control Statistics from January to December  
2022

Tiffany Hubbard, Animal Protection Manager



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

**MEMORANDUM**

Date: January 6, 2023

To: Gallup-McKinley County Animal Control Authority Board

From: Tiffany Hubbard, Animal Protection Manager

Subject: Animal Control Statistics for 2022

**Discussion:**

Animal Control has provided a variety of statistics from January to December 2022 for the GMCAC Authority Board to review. Every month data is compiled to obtain an accurate number of incoming animals. Those numbers are then broken down into how many were neutered or spayed and eventually adopted, transferred, reclaimed, euthanized, etc. Also there is a count of how animals are received (picked up by officers and dropped off) by City, County and Reservation clients.

Notice how 2022 had a total of 2,195 incoming animals whereas 2021 had 2,850 which was a decrease of 655 incoming animals. Although the numbers are lower than previous years, it is due to the shelter being constantly full whereas the animals are spending up to twice the number of days in custody. The transports are very helpful in taking the overflow of animals to neighboring states; however, the recent number of transports has significantly decreased due to COVID -19 and the national excessive number of animals. We have also noticed that more animals are being abandoned, which we believe is caused by the increased cost of living and costs to care for an animal.

Animal Control has had a challenging year with having a high turnover of officers whereas a majority of 2022 we were short-staffed. Another challenge we've had this year is losing our long-time veterinarian, Clinton Balok who provided a lot of guidance and support to the shelter. After his passing the shelter was forced to pause all facility activities until a new veterinarian was brought on board. We had to work closely with the state to obtain a new shelter license to ensure we were in compliance with state regulations. Luckily, that has all been taken care of whereas we have secured a contract with a new veterinarian. Lastly, the safety of our officers has been a huge concern over the past few months being that our building was vandalized and threats were made against our officers. This forced us to amp up our security systems and be extra cautious monitoring the premises and animals. Despite all these challenges, Animal Control has been doing their best to respond to emergencies and take care of the animals.

## HUMANE SOCIETY/ANIMAL CONTROL

JANUARY - DECEMBER 2022 TOTALS

INCOMING ANIMALS:	RESERVATION	COUNTY	CITY	TOTAL
STRAYS (Picked up &	131	660	1404	2195
In Custody, Beg. the Month	26	42	157	225
<b>TOTAL</b>	<b>157</b>	<b>702</b>	<b>1561</b>	<b>2420</b>
				2420
<b>LOW INCOME SPAY/NEUTER</b>				
<b>FINAL DISPOSITION</b>				
ADOPTIONS	13	85	231	329
TRANSFER ADOPTIONS	87	297	587	971
RECLAIMS	1	19	66	86
Misc. Stolen/MIA/Esc/10-7	0	8	63	71
RELEASED IN THE WILD	1	1	18	20
TNR - Trap, Neuter & Release	0	23	48	71
DIED IN SHELTER	6	7	36	49
EUTHANIZED - UNADOPTABLE	25	184	324	533
EUTHANIZED - UNWANTED				0
EUTHANIZED - RABIES TEST				1
EUTHANIZED - OWNER REQUEST	3	21	17	41
IN CUSTODY, END OF MONTH	21	57	170	248
DUPLICATE IN LOG				
<b>TOTALS</b>	<b>157</b>	<b>702</b>	<b>1561</b>	<b>2420</b>

2420

	RESERVATION				COUNTY				CITY			
	DOGS	CATS	OTHER	Livestock	DOGS	CATS	OTHER	Livestock	DOGS	CATS	OTHER	Livestock
brought in	93	36	0	0	519	139	1	0	850	504	32	0
up by Officers	2	0	1	0	204	12	1	0	348	166	30	0
dropped off	91	36	0	0	314	126	0	0	472	357	2	0
picked up by	0	0	0	0	1	1	0	0	30	0	1	0
Rabies Watch		0	0	0	0	0	0	0	0	0	0	0

Verify Totals

93

36

1

0

519

139

1

0

850

523

33

0

2195

## **Information Items**

### **ITEM FOUR**

Recognition of late Clinton J. Balok

(NO SUPPORTING DOCUMENTATION ATTACHED)

## **Information Items**

### **ITEM FIVE**

New Veterinarian, Jacqueline Shrewsbury

(NO SUPPORTING DOCUMENTATION ATTACHED)