

**GALLUP-McKINLEY COUNTY ANIMAL CONTROL AUTHORITY
AGENDA****Tuesday, January 14th, 2020, 1:00 p.m.
City Hall Council Chambers**

*** Call to Order / Roll Call

*** Approval of October 8th, 2019 Meeting Minutes**PUBLIC MEETINGS****ITEM ONE:** Annual Open Meetings Act, Resolution #RA 2020-01- Clyde (C.B.)
Strain, Planning & Development Director**ITEM TWO:** Quarterly Financial Report- Patty Holland, Chief Financial Officer**ITEM THREE:** Present Animal Control statistics from January to December 2019-
Cosy Balok, Animal Protection Supervisor**INFORMATION ITEMS****ITEM FOUR:** Animal Control Address Change

*** Open Floor

*** Adjourn

Minutes

October 8, 2019 Regular Meeting

Gallup-McKinley County Animal Control Authority
October 8th, 2019 Minutes
City Council Chambers

The Regular Meeting of the Gallup-McKinley County Animal Control Authority was called to order at 1:00 p.m. by Chairwoman Cherry Menapace.

Upon roll call, the following were present:

Cherry Menapace
Dr. Oscar A. Palomo, MD
Dorie Rowberry

Upon roll call, the following were absent:

Patty Holland
Tommy Nelson

Presented to the Chairwoman and Authority Board Members for their approval were the minutes of the July 9th, 2019 meeting. Board Member Rowberry motioned for approval of minutes as presented. Seconded by Board Member Palomo. Motion Carried.

Upon roll call, the following votes were:

Dorie Rowberry (Yes)
Dr. Oscar A. Palomo, MD (Yes)
Cherry Menapace (Yes)

ITEM ONE: Budget Increase Request for Animal Control Rent

Clyde (C.B.) Strain, Planning & Development Director began by explaining that Animal Control was requesting an operating budget increase in the amount of twelve hundred dollars (\$1,200.00) to cover the cost of rent for the remaining fiscal year 2020. The lease agreement that was executed in June 2016 between Elk Country Ranch and the City of Gallup stated that from July 1, 2016 to June 30, 2019 the City was responsible for paying forty-three hundred dollars (\$4,300.00) per month. Starting July 1, 2019 to June 30, 2021 forty-four hundred dollars (\$4,400.00) per month and from July 1, 2021 to June 30, 2022 forty-five hundred dollars (\$4,500.00) per month. CB stated that the rent for the current fiscal year would increase one hundred dollars (\$100.00) every month with an annual increase of twelve hundred dollars (\$1,200.00). The City had initially budgeted fifty-one thousand and six hundred dollars (\$51,600.00) for fiscal year 2020 however after reviewing the lease agreement they realized the rent would increase one hundred dollars (\$100.00) extra per month with an annual amount of fifty-two thousand and eight hundred dollars (\$52,800.00) whereas there was a twelve

hundred dollar (\$1,200.00) shortage. CB mentioned how Animal Control has been paying the full amount due of forty-four hundred dollars (\$4,400.00) per month starting July 1, 2019 however they will need an increased rent budget to get them through the remaining fiscal year. If the Board approves the budget increase CB will present to City Council this evening for final approval.

Board Member Palomo asked CB if he thought the increased rent was a reasonable amount. CB explained how it was an automatic increase since it was agreed upon when the lease agreement was executed in June 2016. He spoke about how it was just recently noticed that the rent would increase whereas Animal Control was required to pay that new amount; there would be no new negotiating for rent.

Chairwoman Menapace asked the Board Members if they had any additional questions. There were none.

Chairwoman Menapace stated that the item was closed.

Motion to approve or deny the budget increase request for Animal Control rent. Board Member Palomo motioned for approval (positive recommendation) of Item One. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)

Dorie Rowberry (Yes)

Cherry Menapace (Yes)

The positive recommendation will be presented to City Council the evening of October 8, 2019.

ITEM TWO: Budget Increase Request for Animal Control Travel

Clyde (C.B.) Strain, Planning & Development Director stated that Animal Control was requesting an operating budget increase of one thousand dollars (\$1,000.00) to cover employee travel costs. For fiscal year 2020 Animal Control's travel line item was budgeted at four thousand dollars (\$4,000.00) whereas two thousand, six hundred, six dollars and fifty-six cents (\$2606.56) has already been spent. There was some unexpected travel costs affiliated with Euthanasia training the officers attended in July 2019, which caused a shortage in travel funds. There are two (2) upcoming trainings that will require additional funds. A five (5) day training in Las Vegas, Nevada with an estimated cost of one thousand, five hundred and eighty dollars (\$1,580.00) whereas eight hundred dollars (\$800.00) is for the hotel and seven hundred and eighty dollars (\$780.00) is for mileage and employee meals. Also a five (5) day basic training in New Mexico with an estimated cost of seven hundred and fifty dollars (\$750.00) whereas five hundred dollars (\$500.00) is for the hotel and two hundred and fifty dollars (\$250.00) is for mileage and employee meals. The total estimated travel funds needed for the

above mentioned training is two thousand, three hundred and thirty dollars (\$2,330.00). Animal Control currently has one thousand, three hundred, ninety-six dollars and forty-four cents (\$1,396.44) in their travel budget whereas they're short nine hundred, thirty-three dollars and fifty-six cents (\$933.56). Animal Control is requesting for an even one thousand dollars (\$1,000.00) to cover their travel costs. If the Board approves the budget increase CB will present to City Council this evening for final approval.

Chairwoman Menapace asked the Board Members if they had any additional questions. There were none.

Chairwoman Menapace stated that the item was closed.

Motion to approve or deny the budget increase request for Animal Control travel. Board Member Rowberry motioned for approval (positive recommendation) of Item Two. Seconded by Board Member Palomo. Motion Carried.

Upon roll call, the following votes were:

Dorie Rowberry (Yes)
Dr. Oscar A. Palomo, MD (Yes)
Cherry Menapace (Yes)

The positive recommendation will be presented to City Council the evening of October 8, 2019.

ITEM THREE: Quarterly Financial Report

Clyde (C.B.) Strain, Planning & Development Director explained how Patty Holland, Chief Financial Officer usually presents the quarterly financial report however she was unable to attend this afternoon. Nikki Lee, Madam Secretary informed the Board Members that the Animal Control Quarterly Report (Pages 3-1 & 3-2) included data from fiscal year 2019 (July 2018 to June 2019). With the timings of the meetings the quarterly reports are a few months behind. C.B. stated that for the current fiscal year 2020 Animal Control would be right on track with the two (2) budget adjustments the Board just approved. The financial report for the current quarter will be presented at the next Board meeting in January 2020.

Chairwoman Menapace asked the Board Members if they had any additional questions. There were none.

Chairwoman Menapace stated that the item was closed.

Motion to accept or not accept the quarterly financial report. Board Member Palomo motioned to accept Item Three. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Dorie Rowberry (Yes)
Cherry Menapace (Yes)

ITEM FOUR: Animal Control Personnel title change

Clyde (C.B.) Strain, Planning & Development Director stated that effective July 1, 2019 there were some Animal Control title changes. The Animal Control Coordinator title has been changed to Animal Protection Supervisor (Cosy Balok's position). And the Animal Control Officer title has been changed to Animal Protection Officer (four officers on staff). CB explained how these changes have gone through Human Resources whereas the Union agreed that these changes needed to be made to coincide with the Animal Control Ordinance. He ensured the Board that everything else would remain the same such as, pay grades, pay rates and working hours.

Chairwoman Menapace asked the Board Members if they had any additional questions. There were none.

Open Floor:

Board Member Palomo asked if there were any new updates regarding the new Animal Shelter facility. CB explained how it was still under the Infrastructure Capital Improvement Plan (ICIP) as one of the City's projects. CB spoke about how they were still in the preliminary stage of designing the building, but if there were new developments he would let the Board know.

Motion was made by Board Member Palomo to adjourn the meeting. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Dorie Rowberry (Yes)
Cherry Menapace (Yes)

Authority Board meeting adjourned at 1:09 p.m.

GALLUP McKINLEY COUNTY ANIMAL CONTROL AUTHORITY

CHAIRWOMAN CHERRY MENAPACE

ATTEST:

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

Public Meetings

ITEM ONE

Annual Open Meetings Act, Resolution #RA 2020-01

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



Jackie McKinney, Mayor

Linda Garcia, District 1 Councilor
Allan Landavazo, District 2 Councilor
Yogash Kumar, District 3 Councilor
Fran Palochak, District 4 Councilor

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



January 8, 2020

MEMORANDUM

TO: Gallup-McKinley County Animal Control Authority

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

Ref: Annual Open Meetings Act, Resolution No. RA2020-01

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. RA2020-01 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 [2nd] 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 RA2020-01, 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. RA2020-01**

ANNUAL DETERMINATION OF NOTICE UNDER THE OPEN MEETING ACT

WHEREAS, the Gallup-McKinley County Animal Control Authority met in regular session at the Council Chambers of City Hall located at 110 West Aztec Avenue at the corner of Second Street and Aztec Avenue, Gallup New Mexico on January 14, 2020 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 (2nd) 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 14TH DAY OF JANUARY 2020

GALLUP-MCKINLEY COUNTY ANIMAL CONTROL AUTHORITY

BY: _____
CHERRY MENAPACE, 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 2019 to September 2019

Patty Holland, Chief Financial Officer

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	CURRENT ENCUMBRANCES	Y-T-D ACTUAL	BALANCE
GENERAL FUND					
101-2012-421.41-20	FULL-TIME POSITIONS	148,194	0	39,815	108,379
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	6,632	18,368
101-2012-421.41-60	ALLOWANCES	3,868	0	1,050	2,818
101-2012-421.41-70	TERMINAL LEAVE	0	0	0	0
101-2012-421.42-10	FICA - SOCIAL SECURITY	10,207	0	3,162	7,045
101-2012-421.42-20	FICA - MEDICARE	2,387	0	740	1,647
101-2012-421.42-30	RETIREMENT CONTRIBUTIONS	30,904	0	8,260	22,644
101-2012-421.42-50	GROUP INSURANCE	48,458	0	7,709	40,749
101-2012-421.42-60	RETIREE HEALTH	3,682	0	798	2,884
101-2012-421.42-70	UNEMPLOYMENT INSURANCE	0	0	0	0
101-2012-421.42-80	WORKER'S COMP (ASSESSMNT)	46	0	12	34
101-2012-421.42-90	TUITION REIMBURSEMENT	0	0	0	0
101-2012-421.42-99	OTHER	0	0	0	0
* PERSONNEL		<u>272,746</u>	<u>0</u>	<u>68,178</u>	<u>204,568</u>
101-2012-421.43-10	TRAVEL	4,000	0	1,568	2,432
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	577	165	55	357
101-2012-421.44-50	MAINT - VEHICLES	0	0	0	0
101-2012-421.44-51	FUEL PURCHASES	7,500	0	1,451	6,049
101-2012-421.44-90	MAINT - OTHER	0	0	0	0
101-2012-421.45-30	PROFESSIONAL SERVICES	284,000	80,423	70,557	133,020
101-2012-421.45-90	OTHER SERVICES	1,000	0	15	985
101-2012-421.46-10	SUPPLIES	7,500	0	141	7,359
101-2012-421.46-20	NON-CAP-FURN, FIX & EQUIP	1,000	147	0	853
101-2012-421.46-30	SAFETY EQUIPMENT	700	0	0	700
101-2012-421.46-40	UNIFORMS	3,500	2	144	3,354
101-2012-421.47-04	EMPLOYEE TRAINING	4,950	0	3,073	1,877
101-2012-421.47-07	POSTAGE AND MAIL SERVICE	200	0	0	200
101-2012-421.47-08	PRINTING & PUBLISHING	200	0	91	109
101-2012-421.47-12	RENT OF EQUIP & MACHINERY	4,500	2,212	788	1,500
101-2012-421.47-13	RENT OF LAND & BUILDINGS	51,600	34,000	17,600	0
101-2012-421.47-14	SUBSCRIPTION AND DUES	800	30	350	420
101-2012-421.47-15	TELEPHONE	0	0	0	0
101-2012-421.47-16	UTILITIES	13,500	0	2,915	10,585
* OPERATIONS		<u>387,027</u>	<u>116,979</u>	<u>100,200</u>	<u>169,848</u>
101-2012-421.48-20	EQUIPMENT & MACHINERY	0	0	0	0
101-2012-421.48-70	VEHICLES	0	0	0	0
* CAPITAL OUTLAY		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	CURRENT ENCUMBRANCES	Y-T-D ACTUAL	BALANCE
**	EXPENDITURE	659,773	116,979	168,378	374,416
***	ANIMAL CONTROL	659,773	116,979	168,378	374,416
****	SWORN POLICE	659,773	116,979	168,378	374,416
*****	GENERAL FUND	659,773	116,979	168,378	374,416
		=====	=====	=====	=====
		659,773	116,979	168,378	374,416

Public Meetings

ITEM THREE

Present Animal Control Statistics from January to December 2019

Cosy Balok, Animal Protection Supervisor



Animal Control Department
Clyde "C.B." Strain, Director
Cosy Balok, Animal Protection Supervisor

MEMORANDUM

Date: January 10, 2020

To: Gallup-McKinley County Animal Control Authority Board

From: Cosy Balok, Animal Protection Supervisor

Subject: Animal Control Statistics for 2019

Discussion:

Animal Control has provided a variety of statistics from January to December 2019 for the GMCAC Authority Board to review.

Every month data is compiled to get 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 Navajo Nation clients.

Notice how 2019 had a total of 5,004 incoming animals whereas 2018 had 4,808 which is an increase of 196 incoming animals. To get an idea of where we're receiving these animals from and what type of animals you can refer to the attached graphs.

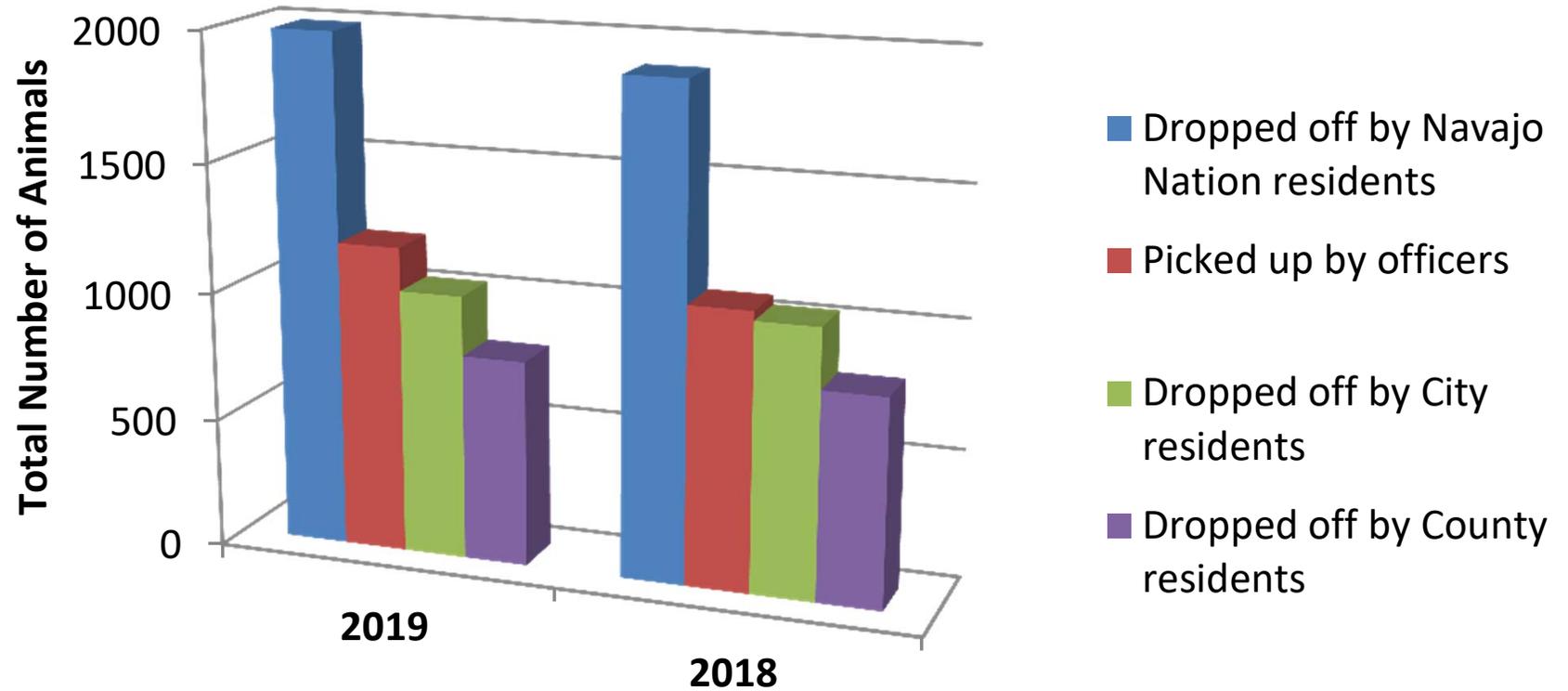
HUMANE SOCIETY/ANIMAL CONTROL TOTALS

January-December 2019

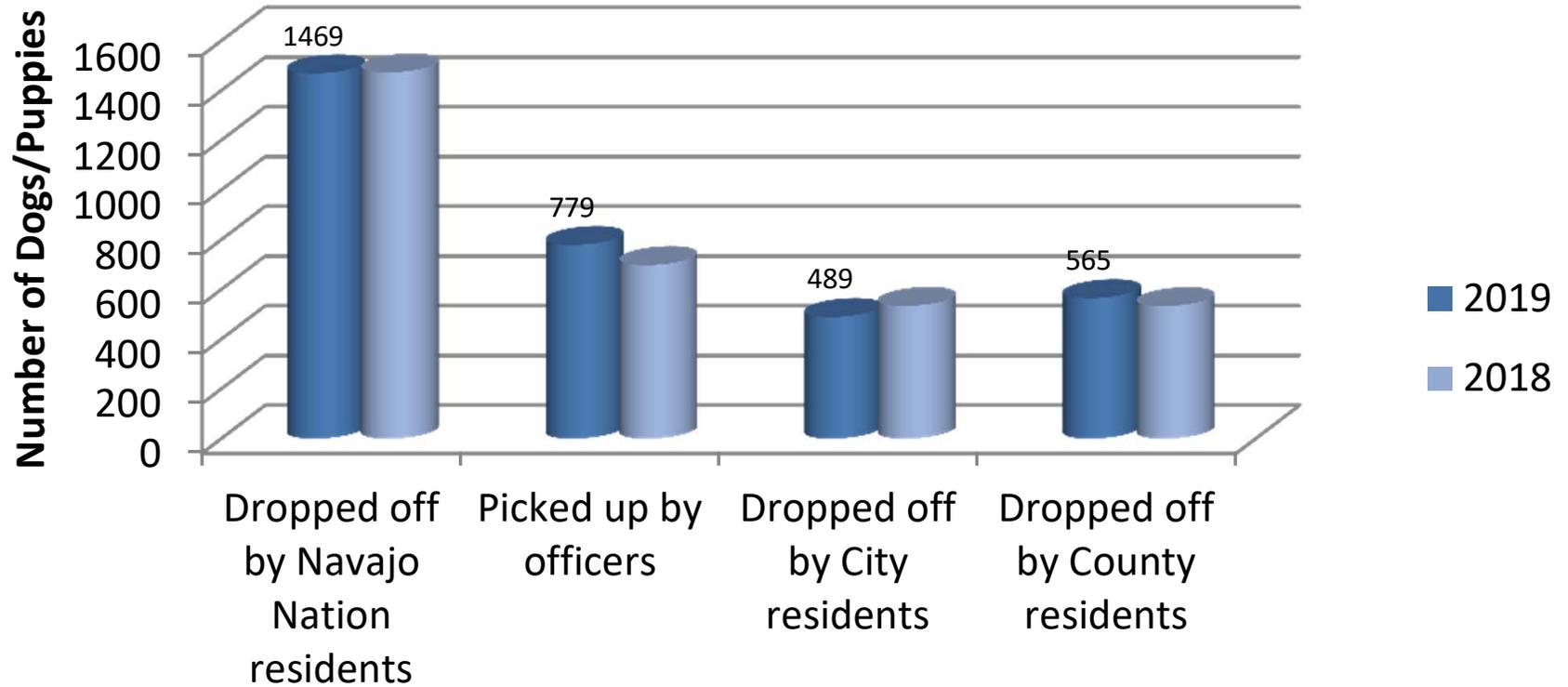
INCOMING ANIMALS:			RESERVATION	COUNTY	CITY	TOTAL
STRAYS (Picked up & Surrendered)			1990	1175	1839	5004
IN Custody Beginning of month			493	396	711	1600
TOTALS			2483	1571	2550	6604
LOW INCOME SPAY/NEUTER:						1937
FINAL DISPOSITION:						
ADOPTIONS			123	69	145	337
TRANSFER ADOPTIONS			1695	883	1145	3723
RECLAIMS			9	42	121	172
Misc: Stolen/Missing/10-7			1	22	87	110
RELEASED IN WILD Snakes/skunks/fox etc			1	3	12	16
TNR- Trap/Neuter/Release			1	35	115	151
DIS- Died in Shelter			30	6	39	75
EUTHANIZED-UNADOPTABLE			61	66	115	242
EUTHANIZED-UNWANTED			0	0	0	0
EUTHANIZED-RABIES TEST			0	4	6	10
EUTHANIZED-OWNER REQ			41	30	23	94
In Custody, End of month			521	411	742	1674
TOTALS			2483	1571	2550	6604

	Reservation			County			City			Total
	DOGS	CATS	Livestock	Dogs	Cats	Livestock	Dogs	Cats	Livestock	
Total animals brought in	1469	520	1	874	283	18	959	876	4	5004
Animals picked up by Officers	0	0	0	317	68	1	470	342	4	1202
Animals dropped off	1469	520	1	557	215	17	489	534	0	3802
Dead animals picked up APO	0	0	0	18	1	0	22	62	0	103
Rabies Watch	0	0	0	4	0	0	8	0	0	12

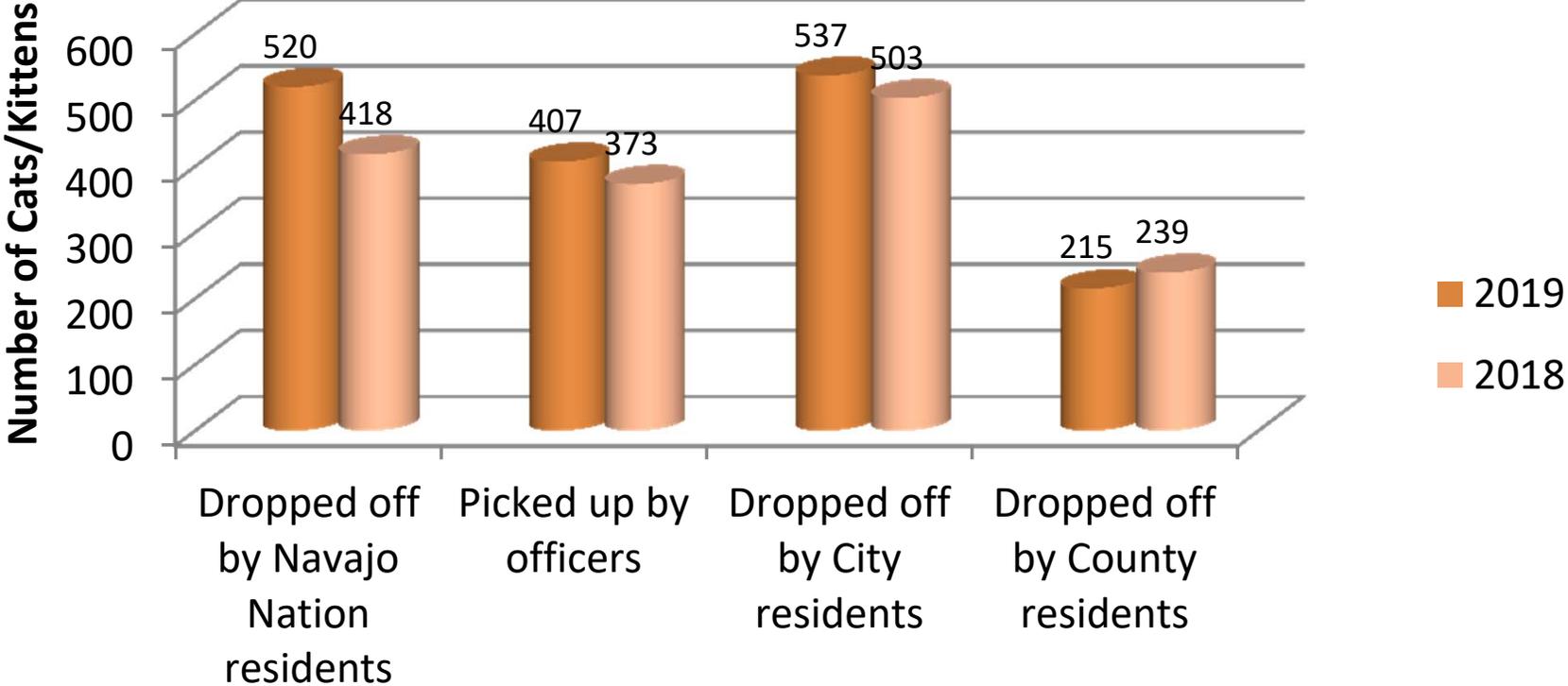
Incoming Animals 2 Year Comparison



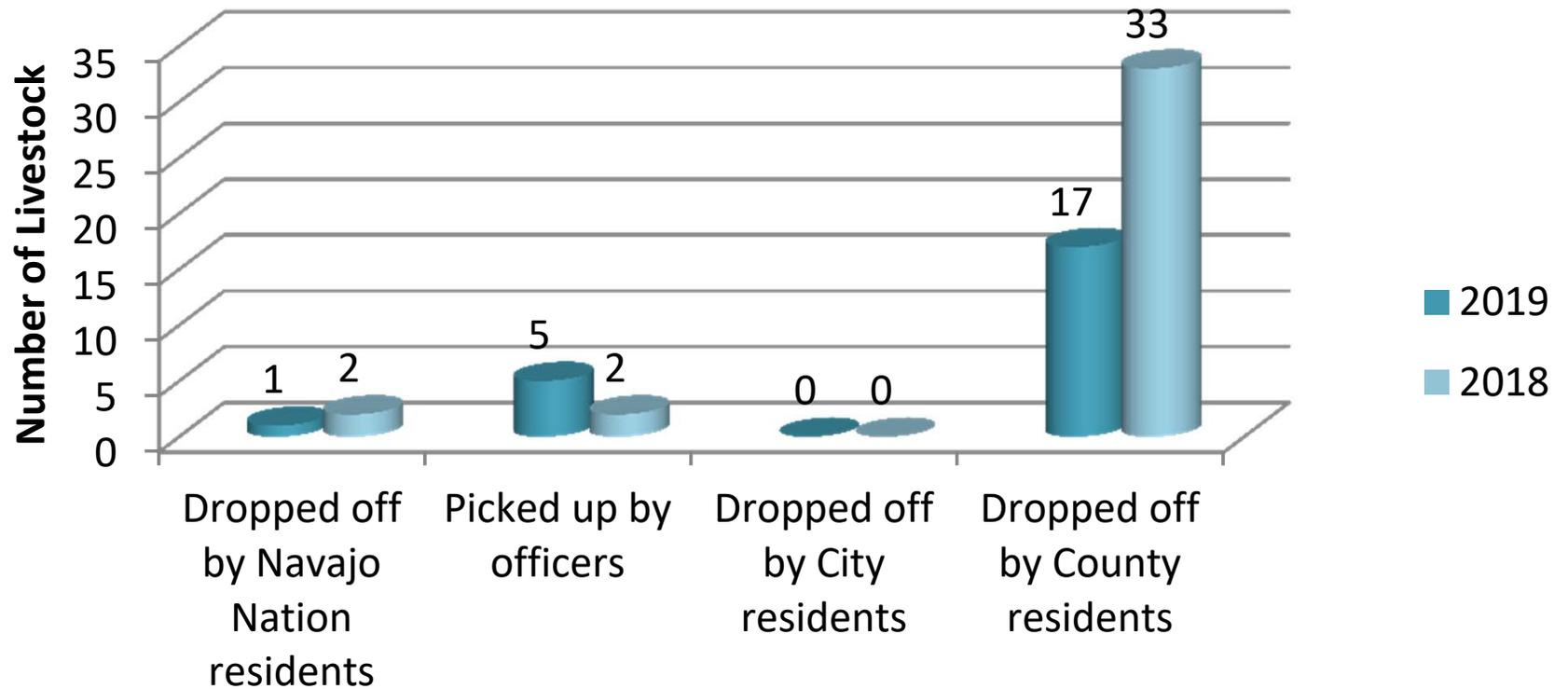
Dog Count 2 Year Comparison



Cat Count 2 Year Comparison



Livestock 2 Year Comparison



Information Items

ITEM FOUR

Animal Control Address Change

Cosy Balok, Animal Protection Supervisor



Animal Control Department
Clyde "C.B." Strain, Director
Cosy Balok, Animal Protection Supervisor

MEMORANDUM

Date: January 10, 2020

To: Gallup-McKinley County Animal Control Authority Board

From: Cosy Balok, Animal Protection Supervisor

Subject: Animal Control Address Change

Discussion:

As of July 2019 the Animal Control facility's address has changed FROM 1315B Hamilton Road TO 1273 Balok Street. The City of Gallup GIS Department recommended this change being that the Hamilton address didn't match up with the official plat records. It has been a process of updating our records, notifying the public and working with external parties such as, the Post Office and Google to ensure the new address is used. I wanted to inform the Board of the change and ensure you that we're taking the appropriate steps to comply with the City addressing requirements.