

**GALLUP-McKINLEY COUNTY ANIMAL CONTROL AUTHORITY
AGENDA****Tuesday, July 10th, 2018, 1:00 p.m.
City Hall Council Chambers**

*** Call to Order / Roll Call

*** Approval of April 10th, 2018 Meeting Minutes**PUBLIC HEARINGS****ITEM ONE:** Quarterly Financial Report- Patty Holland, Chief Financial Officer**ITEM TWO:** FY 2019 Final Approved Budget- Patty Holland, Chief Financial Officer**INFORMATION ITEMS****ITEM THREE:** Update concerning the outcome of recent meetings regarding the influx of Navajo Nation animals

*** Open Floor

*** Adjourn

Minutes

April 10, 2018 Regular Meeting

Gallup-McKinley County Animal Control Authority
April 10th, 2018 Minutes
City Council Chambers

The Regular Meeting of the Gallup-McKinley County Animal Control Authority was called to order at 1:05 p.m. by Chairwoman Cherry Menapace.

Upon roll call, the following were present:

Cherry Menapace
Patty Holland
Billy Moore
Dorie Rowberry

Upon roll call, the following were absent:

Dr. Oscar A. Palomo, MD

Presented to the Chairwoman and Authority Board Members for their approval were the minutes of the January 9th, 2018 meeting. Board Member Moore motioned for approval of minutes as presented. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Billy Moore (Yes)
Dorie Rowberry (Yes)
Cherry Menapace (Yes)
Patty Holland (Yes)

Chairwoman Menapace stated that CB Strain was running late, therefore she moved Item One to the end of the agenda. There was no objection from the Authority Board Members.

ITEM TWO: Out-of-State Travel for two Animal Control Officers in November 2018

Cosy Balok, Animal Control Coordinator stated that she was requesting approval for the out-of-state travel for two (2) Animal Control Officers in November 2018. She referenced the Joint Powers Agreement (JPA) stating that the Board was required to approve any out-of-state travel for Animal Control employees. Cosy explained that the officers would be attending a five (5) day training session in Las Vegas, Nevada hosted by National Animal Care & Control Association. She reviewed the costs and explained how one (1) of the officers received a scholarship from Animal Protection of New Mexico. Therefore the City will only be responsible for one (1) employee's registration fee and both their lodging, mileage and meals. Cosy explained how the type of

transportation wasn't finalized yet as to which would be most cost effective; flying or driving. She went on to explain that those types of trainings weren't offered within the state of New Mexico. Cosy stated that if the out-of-state travel was approved, the two (2) officers would depart from Gallup on November 25, 2018 and return December 1, 2018.

Board Member Moore asked Cosy if the out-of-state travel would be contingent upon their (fiscal year 2019) budget approval. Cosy responded yes. Cosy explained that for fiscal year 2019 they were budgeted for training whereas they will have sufficient funds to cover the registration fee and travel fees for the Las Vegas, Nevada trip. Board Member Holland commented that the (fiscal year 2019) budget was preliminary and not finalized yet, but like Board Member Moore stated once it's approved it will allow for the requested November 2018 training.

Motion was made by Board Member Moore to approve the out-of-state travel for two (2) Animal Control Officers in November 2018. Seconded by Board Member Holland. Motion Carried.

Upon roll call, the following votes were:

Billy Moore (Yes)
Patty Holland (Yes)
Cherry Menapace (Yes)
Dorie Rowberry (Yes)

ITEM THREE: Quarterly Financial Report

Patty Holland, City of Gallup's Chief Financial Officer informed the Board Members that the Animal Control Quarterly Report was included in their agenda packets. She explained how the timing of the GMCAC Board Meetings falls right after a quarter ends whereas there's not enough time to gather the data. Therefore, the GMCAC Quarterly Reports will always be a few months behind. The Quarterly Report presented included all the expenditures from July 2017 to December 2017. Board Member Holland stated that overall Animal Control was on track with their spending and was right at the fifty percent (50%) mark, which made sense being half way through the fiscal year. She explained why some of the larger line items such as, professional services and rent of land & buildings had a zero balance, which was due to the remaining amount being under encumbrance.

Motion was made by Board Member Moore to accept the financial report. Seconded by Chairwoman Menapace. Motion Carried.

Upon roll call, the following votes were:

Billy Moore (Yes)
Cherry Menapace (Yes)
Patty Holland (Yes)

Dorie Rowberry (Yes)

ITEM FOUR: FY 2019 Projected Budget

Patty Holland, City of Gallup's Chief Financial Officer explained how the fiscal year 2019 budget was preliminary meaning that it hadn't been finalized and approved by the City or the County. It is subject to slight modifications, although Board Member Holland doesn't project any major changes. Board Member Holland reviewed Animal Control's line items for overtime, professional services and capital outlay explaining the reasons for increase. She stated that overall the City was trying to keep the budgets as flat as possible; however they do recognize that in the next two (2) to three (3) years Animal Control will need additional vehicle replacements.

Board Member Moore asked Board Member Holland for clarification on the line item travel (4310) and employee training (4704). Board Member Holland explained how travel typically includes meals and lodging whereas the employee training includes the tuition or registration fee for the training.

Motion was made by Board Member Moore to approve the projected budget for fiscal year 2019. Seconded by Chairwoman Menapace. Motion Carried.

Upon roll call, the following votes were:

Billy Moore (Yes)
Cherry Menapace (Yes)
Patty Holland (Yes)
Dorie Rowberry (Yes)

ITEM ONE: Annual Open Meetings Act, Resolution #RA 2018-01

Clyde (C.B.) Strain, Planning & Development Director began by apologizing for his tardiness. He went on to explain the reason for updating the Annual Open Meetings Act, which had to be done on a yearly basis. C.B. explained that nothing had changed from the last Open Meetings Act that was approved in 2017. The Board will continue to meet on the second Tuesday in January, April, July and October at 1 p.m. in the City Council Chambers. He spoke about the timeframes to notify the public and anyone needing special accommodations can contact him.

Motion was made by Board Member Holland to approve Resolution # RA 2018-01. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Patty Holland (Yes)
Dorie Rowberry (Yes)
Cherry Menapace (Yes)

Billy Moore (Yes)

ITEM FIVE: Update concerning the outcome of recent meetings regarding the influx of Navajo Nation animals

Cosy began by speaking about the March 28, 2018 meeting that Board Member Moore arranged for Gallup-McKinley County Animal Control to meet with the Navajo Nation regarding the influx of Navajo Nation animals. At that Navajo Nation Resources & Development Committee Meeting Mr. Edmund Yazzie spoke about the great things that Gallup-McKinley County Animal Control was doing to assist his people on the Navajo Nation.

Cosy and C.B. presented the Animal Control statistic report and explained how they didn't have a large enough facility to house the massive amounts of incoming animals from the Navajo Nation. Cosy informed them how the influx has caused a financial burden on their department. There was a comment made by an unknown Committee Member stating that there was no way to control the animal issues on the Navajo Nation. Cosy stated that it was possible to control with the development of a Navajo Nation ordinance requiring all companion animals be spayed and neutered. Another unknown Committee Member suggested that Gallup-McKinley County Animal Control be allowed on the Navajo Nation Reservation to do a big sweep and take in all the animals. C.B. added that it seemed like they wanted a simple solution where the responsibility would be put on Gallup-McKinley County Animal Control. He stated that the Navajo Nation does have their own animal control department; they're just not doing their job. C.B. emphasized that the Gallup-McKinley County Animal Control only has jurisdiction in McKinley County and wasn't allowed to cross state lines.

C.B. informed the Board that there was another meeting scheduled tomorrow (April 11, 2018) at 10 a.m. at the Navajo Nation's Department of Transportation Office where the Navajo Nation Animal Control would be present. C.B. stated that the previous meeting was positive where they realized that there was an issue and was willing to work with Gallup-McKinley County Animal Control. He emphasized to the Committee that Gallup-McKinley County Animal Control didn't want to turn the Navajo Nation animals away, but they couldn't handle it without some help.

Chairwoman Menapace suggested that Cosy inform the Navajo Nation of the various volunteer programs that are able to assist them with the spaying and neutering. Cosy spoke about how Navajo Nation residents are frustrated with the Navajo Nation Animal Control's inability to assist them, which is why they go to the Gallup-McKinley County Animal Control. Cosy also spoke about the free cat spay and neuter program they currently have at the Gallup-McKinley County Animal Control shelter where many Navajo Nation residents are taking advantage of the program. Cosy added that she did inform the Committee about their weekly animal transports out-of-state and how they're almost a no-kill shelter.

Board Member Moore asked if it would be beneficial to have any GMCAC Board Members present at tomorrow's meeting. Cosy stated yes the Board's presence would be helpful.

Board Member Moore stated that the ideal situation would be that the Navajo Nation took care of their own animals or assisted the Gallup-McKinley Animal Control with funding to care for their animals.

Cosy stated that they would give the Board an update at the next GMCAC Board Meeting.

Open Floor:
No discussion.

Motion was made by Board Member Moore to adjourn meeting. Seconded by Board Member Holland. Motion Carried.

Upon roll call, the following votes were:
Billy Moore (Yes)
Patty Holland (Yes)
Cherry Menapace (Yes)
Dorie Rowberry (Yes)

Authority Board meeting adjourned at 1:27 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 Hearings

ITEM ONE

Quarterly Financial Report
Transactions from July 2017 to March 2018

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	147,056	0	105,070	41,986
101-2012-421.41-30	PART-TIME POSITIONS	0	0	0	0
101-2012-421.41-40	TEMPORARY POSITIONS	0	0	0	0
101-2012-421.41-50	OVERTIME	15,000	0	15,214	214-
101-2012-421.41-60	ALLOWANCES	3,900	0	3,620	280
101-2012-421.41-70	TERMINAL LEAVE	0	0	0	0
101-2012-421.42-10	FICA - SOCIAL SECURITY	10,238	0	8,373	1,865
101-2012-421.42-20	FICA - MEDICARE	2,394	0	1,958	436
101-2012-421.42-30	RETIREMENT CONTRIBUTIONS	30,244	0	21,612	8,632
101-2012-421.42-50	GROUP INSURANCE	36,548	0	25,389	11,159
101-2012-421.42-60	RETIREE HEALTH	2,946	0	2,105	841
101-2012-421.42-70	UNEMPLOYMENT INSURANCE	0	0	0	0
101-2012-421.42-80	WORKER'S COMP (ASSESSMNT)	46	0	32	14
101-2012-421.42-90	TUITION REIMBURSEMENT	0	0	0	0
101-2012-421.42-99	OTHER	0	0	0	0
* PERSONNEL		248,372	0	183,373	64,999
101-2012-421.43-10	TRAVEL	2,400	0	1,734	666
101-2012-421.44-10	MAINT - BUILDINGS	0	0	0	0
101-2012-421.44-20	MAINTENANCE CONTRACTS	0	0	0	0
101-2012-421.44-30	MAINT - GROUND/ROADWAYS	0	0	0	0
101-2012-421.44-40	MAINT - EQUIPMENT	851	55	778	18
101-2012-421.44-50	MAINT - VEHICLES	0	0	0	0
101-2012-421.44-51	FUEL PURCHASES	6,000	0	5,687	313
101-2012-421.44-90	MAINT - OTHER	0	0	0	0
101-2012-421.45-30	PROFESSIONAL SERVICES	279,220	70,757	208,463	0
101-2012-421.46-10	SUPPLIES	5,500	0	5,285	215
101-2012-421.46-20	NON-CAP-FURN, FIX & EQUIP	2,080	0	1,614	466
101-2012-421.46-30	SAFETY EQUIPMENT	0	0	0	0
101-2012-421.46-40	UNIFORMS	2,500	380	1,606	514
101-2012-421.47-04	EMPLOYEE TRAINING	1,800	0	1,114	686
101-2012-421.47-07	POSTAGE AND MAIL SERVICE	200	0	105	95
101-2012-421.47-08	PRINTING & PUBLISHING	400	25	100	275
101-2012-421.47-12	RENT OF EQUIP & MACHINERY	3,900	163	3,241	496
101-2012-421.47-13	RENT OF LAND & BUILDINGS	51,600	8,600	43,000	0
101-2012-421.47-14	SUBSCRIPTION AND DUES	0	0	0	0
101-2012-421.47-15	TELEPHONE	0	0	0	0
101-2012-421.47-16	UTILITIES	20,000	0	7,475	12,525
* OPERATIONS		376,451	79,980	280,202	16,269
101-2012-421.48-20	EQUIPMENT & MACHINERY	0	0	0	0
101-2012-421.48-70	VEHICLES	0	0	0	0
* CAPITAL OUTLAY		0	0	0	0

BUDGET ANALYSIS REPORT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	CURRENT ENCUMBRANCES	Y-T-D ACTUAL	BALANCE
**	EXPENDITURE	624,823	79,980	463,575	81,268
***	ANIMAL CONTROL	624,823	79,980	463,575	81,268
****	SWORN POLICE	624,823	79,980	463,575	81,268
*****	GENERAL FUND	624,823	79,980	463,575	81,268
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		624,823	79,980	463,575	81,268

Public Hearings

ITEM TWO

FY 2019 Final Approved Budget

Patty Holland, Chief Financial Officer

CITY OF GALLUP
 ACCOUNT BALANCE LIST

2019 FROM ACCOUNT: 101-2012-000.00-00 THRU ACCOUNT: 101-2012-999.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-2012-421.41-20	FULL-TIME POSITIONS	148,449.00		148,449.00
101-2012-421.41-30	PART-TIME POSITIONS			
101-2012-421.41-40	TEMPORARY POSITIONS			
101-2012-421.41-50	OVERTIME	25,000.00		25,000.00
101-2012-421.41-60	ALLOWANCES	3,598.00		3,598.00
101-2012-421.41-70	TERMINAL LEAVE			
101-2012-421.42-10	FICA - SOCIAL SECURITY	10,357.00		10,357.00
101-2012-421.42-20	FICA - MEDICARE	2,422.00		2,422.00
101-2012-421.42-30	RETIREMENT CONTRIBUTIONS	30,530.00		30,530.00
101-2012-421.42-50	GROUP INSURANCE	35,862.00		35,862.00
101-2012-421.42-60	RETIREE HEALTH	3,660.00		3,660.00
101-2012-421.42-70	UNEMPLOYMENT INSURANCE			
101-2012-421.42-80	WORKER'S COMP (ASSESSMNT)	46.00		46.00
101-2012-421.42-90	TUITION REIMBURSEMENT			
101-2012-421.42-99	OTHER			
101-2012-421.43-10	TRAVEL	3,000.00		3,000.00
101-2012-421.44-10	MAINT - BUILDINGS			
101-2012-421.44-20	MAINTENANCE CONTRACTS			
101-2012-421.44-30	MAINT - GROUND/ROADWAYS			
101-2012-421.44-40	MAINT - EQUIPMENT	2,252.00		2,252.00
101-2012-421.44-50	MAINT - VEHICLES			
101-2012-421.44-51	FUEL PURCHASES	7,500.00		7,500.00
101-2012-421.44-90	MAINT - OTHER			
101-2012-421.45-30	PROFESSIONAL SERVICES	322,230.00		322,230.00
101-2012-421.46-10	SUPPLIES	7,000.00		7,000.00
101-2012-421.46-20	NON-CAP-FURN, FIX & EQUIP	1,000.00		1,000.00
101-2012-421.46-40	UNIFORMS	2,070.00		2,070.00
101-2012-421.47-04	EMPLOYEE TRAINING	2,500.00		2,500.00
101-2012-421.47-07	POSTAGE AND MAIL SERVICE	200.00		200.00
101-2012-421.47-08	PRINTING & PUBLISHING	300.00		300.00
101-2012-421.47-12	RENT OF EQUIP & MACHINERY	3,900.00		3,900.00
101-2012-421.47-13	RENT OF LAND & BUILDINGS	51,600.00		51,600.00
101-2012-421.47-14	SUBSCRIPTION AND DUES			
101-2012-421.47-15	TELEPHONE			
101-2012-421.47-16	UTILITIES	13,500.00		13,500.00
101-2012-421.48-20	EQUIPMENT & MACHINERY	22,000.00		22,000.00
101-2012-421.48-70	VEHICLES			
TOTALS:		698,976.00		698,976.00

Information Items

ITEM THREE

Update concerning the outcome of recent meetings regarding the
influx of Navajo Nation animals

(NO SUPPORTING DOCUMENTATION SUBMITTED)