

AGENDA

**GALLUP-MCKINLEY COUNTY ANIMAL CONTROL AUTHORITY
REGULAR MEETING
TUESDAY, July 14th 2026 AT 1:30PM
CITY COUNCIL CHAMBERS**

This meeting will be accessible through YouTube: <https://youtube.com/@cityofgallup>

A. Roll Call

B. Consent Agenda

These items are placed on the Consent Agenda so The Animal Control Authority Board can designate by unanimous consent those routine items they wish to be approved or acknowledged by one motion.

1. Approval of Minutes from April 14, 2026 meeting
2. Adoption of this Agenda

C. Presentation/Informational Items

ITEM ONE: Budget/Revenue Update

ITEM TWO: Shelter/Veterinarian Update

ITEM THREE: Travel Log Update

Open Floor

*** 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.

Public Meetings

ITEM ONE

Budget/Revenue Update

Tiffany Hubbard, Animal Control Director

MEMORANDUM

Date: July 7, 2026

To: Gallup-McKinley County Animal Control Authority Board

From: Tiffany Hubbard, Animal Protection Director

Subject: Budget/Statistics Update

Good afternoon, Board Members,

I would like to provide an update on our budget, our budget for FY27 has been approved and will be opening up in the next couple weeks for us to start using. I have attached the breakdown on the next page for you to see. We have no capital projects in our budget.

Our transport van specs have been sent to enterprise, I do not have a timeline on how long it will take for us to get, as this is a custom build. But once I get a timeline, I will update the board.

I wanted to share updated revenue numbers with you as we close out FY26 This is for all the services we offer to the public. (Vaccines, spay/neuters, adoptions, euthanasia, disposal, and e-collars.)

November- \$3,075.40

December- \$5,381.53

January- \$8,502.45

February- \$12,307.76

March- \$12,278.28

April- \$8,053.74

May- \$6,999.36

June-\$6,431.00

Total: \$63,029.52

The vaccine appointments remain steady. The spay/neuter appts for the public are not as heavily booked as we are prioritizing our animals for adoptions, transports and trap/neuter/return first to manage the intake and flow of animals.

Description	Account ID	Department	Amounts - FY27
SALARY & WAGES / FULL-TIME POSITIONS	101-2012-421.41-20	ANIMAL CONTROL	611342
SALARY & WAGES / PART-TIME POSITIONS	101-2012-421.41-30	ANIMAL CONTROL	17276
SALARY & WAGES / SEASONAL POSITIONS	101-2012-421.41-40	ANIMAL CONTROL	0
SALARY & WAGES / OVERTIME	101-2012-421.41-50	ANIMAL CONTROL	40000
SALARY & WAGES / ALLOWANCES	101-2012-421.41-60	ANIMAL CONTROL	12930
SALARY & WAGES / TERMINAL LEAVE	101-2012-421.41-70	ANIMAL CONTROL	0
EMPLOYEE BENEFITS / FICA - SOCIAL SECURITY	101-2012-421.42-10	ANIMAL CONTROL	49170
EMPLOYEE BENEFITS / FICA - MEDICARE	101-2012-421.42-20	ANIMAL CONTROL	11499
EMPLOYEE BENEFITS / RETIREMENT CONTRIBUTIONS	101-2012-421.42-30	ANIMAL CONTROL	156419
EMPLOYEE BENEFITS / GROUP INSURANCE	101-2012-421.42-50	ANIMAL CONTROL	285797
EMPLOYEE BENEFITS / RETIREE HEALTH	101-2012-421.42-60	ANIMAL CONTROL	12576
EMPLOYEE BENEFITS / UNEMPLOYMENT INSURANCE	101-2012-421.42-70	ANIMAL CONTROL	0
EMPLOYEE BENEFITS / WORKER'S COMP (ASSESSMNT)	101-2012-421.42-80	ANIMAL CONTROL	126
EMPLOYEE BENEFITS / TUITION REIMBURSEMENT	101-2012-421.42-90	ANIMAL CONTROL	0
EMPLOYEE BENEFITS / OTHER	101-2012-421.42-99	ANIMAL CONTROL	1560
TRAVEL / TRAVEL	101-2012-421.43-10	ANIMAL CONTROL	0
PURCHASED PROPERTY SVS / MAINT - BUILDINGS	101-2012-421.44-10	ANIMAL CONTROL	30000
PURCHASED PROPERTY SVS / MAINTENANCE CONTRACTS	101-2012-421.44-20	ANIMAL CONTROL	1500
PURCHASED PROPERTY SVS / MAINT - GROUND/ROADWAYS	101-2012-421.44-30	ANIMAL CONTROL	0
PURCHASED PROPERTY SVS / MAINT - EQUIPMENT	101-2012-421.44-40	ANIMAL CONTROL	500
PURCHASED PROPERTY SVS / MAINT - VEHICLES	101-2012-421.44-50	ANIMAL CONTROL	10000
PURCHASED PROPERTY SVS / FUEL PURCHASES	101-2012-421.44-51	ANIMAL CONTROL	15000
PURCHASED PROPERTY SVS / MAINT - OTHER	101-2012-421.44-90	ANIMAL CONTROL	0
CONTRACTUAL SERVICES / PROFESSIONAL SERVICES	101-2012-421.45-30	ANIMAL CONTROL	131000
CONTRACTUAL SERVICES / OTHER SERVICES	101-2012-421.45-90	ANIMAL CONTROL	2250
SUPPLIES / SUPPLIES	101-2012-421.46-10	ANIMAL CONTROL	225000
SUPPLIES / NON-CAP-FURN, FIX & EQUIP	101-2012-421.46-20	ANIMAL CONTROL	6900
SUPPLIES / SAFETY EQUIPMENT	101-2012-421.46-30	ANIMAL CONTROL	2550
SUPPLIES / UNIFORMS	101-2012-421.46-40	ANIMAL CONTROL	2500
OTHER OPERATING COSTS / EMPLOYEE TRAINING	101-2012-421.47-04	ANIMAL CONTROL	14000
OTHER OPERATING COSTS / POSTAGE AND MAIL SERVICE	101-2012-421.47-07	ANIMAL CONTROL	1200
OTHER OPERATING COSTS / PRINTING & PUBLISHING	101-2012-421.47-08	ANIMAL CONTROL	1500
OTHER OPERATING COSTS / RENT OF EQUIP & MACHINERY	101-2012-421.47-12	ANIMAL CONTROL	36902

OTHER OPERATING COSTS / RENT OF LAND & BUILDINGS	101-2012-421.47-13	ANIMAL CONTROL	0
OTHER OPERATING COSTS / SUBSCRIPTION AND DUES	101-2012-421.47-14	ANIMAL CONTROL	4738
OTHER OPERATING COSTS / TELEPHONE	101-2012-421.47-15	ANIMAL CONTROL	3400
OTHER OPERATING COSTS / UTILITIES	101-2012-421.47-16	ANIMAL CONTROL	25000
OTHER OPERATING COSTS / LEASE INTEREST	101-2012-421.47-92	ANIMAL CONTROL	0
OTHER OPERATING COSTS / LEASE AMORTIZATION	101-2012-421.47-95	ANIMAL CONTROL	0
OTHER OPERATING COSTS / LEASE AMORTIZATION	101-2012-421.47-99	ANIMAL CONTROL	0
CAPITAL PURCHASES / EQUIPMENT & MACHINERY	101-2012-421.48-20	ANIMAL CONTROL	0
CAPITAL PURCHASES / LEASE PURCHASE	101-2012-421.48-50	ANIMAL CONTROL	0
CAPITAL PURCHASES / VEHICLES	101-2012-421.48-70	ANIMAL CONTROL	0
			1712635

Public Meetings

ITEM TWO

Shelter/Veterinarian Update

Tiffany Hubbard, Animal Control Director

MEMORANDUM

Date: July 14, 2026

To: Gallup-McKinley County Animal Control Authority Board

From: Tiffany Hubbard- Animal Protection Director

Subject: Shelter/Veterinarian Update

Good afternoon, Board Members,

Since our last meeting, we continue to stay steady providing services to our community. I'm happy to announce updated number for you all:

- Adoptions- 309
- Transports-201
- Trap/Neuter/Return- 44
- Spay/Neuter-863
- Vaccines-1,792

Dr. Shrewsbury has been a huge help to our team in the past few weeks. One of our techs has been out due to personal matters. Jacque has been extremely understanding and has continued to come to the facility even in our techs absence to do exams, surgeries and pick up animals to take back to ABQ for transport. I have assisted Dr. Shrewsbury in surgery so we could continue to get animals fixed during this difficult time for our tech. We are now getting back to normal so everything is on track.

Doc has been updating staff with information on the new world screwworm, which unfortunately has made its way into New Mexico. She has shared information on what to look for and to keep samples of any worms we find in animals to have them tested right away. Thankfully we haven't had any thus far.

Regarding personnel, we hired 2 Animal Protection Officers and are fully staffed. Michael Guillen was a wildland firefighter who was looking at staying closer to home instead of being called out to fires all over the place. He has always loved animals and has made a great addition to our team. Bridgitt Johnson came to us from the code enforcement department. She has also made a wonderful addition. They are both doing great in their training process. We have 3 animal care workers and are in the process of hiring the 4th. Once we get that position filled, we will be fully staffed.

We will be having a meeting with Huitt Zolars in the next couple of months to go over updates on the new facility. As of now there is nothing new to add.

Public Meetings

ITEM THREE

Travel Log Update

Tiffany Hubbard, Animal Protection Director

MEMORANDUM

Date: July 14, 2026

To: Gallup-McKinley County Animal Control Authority Board

From: Tiffany Hubbard, Animal Protection Director

Subject: Travel Log Update

Good afternoon, Board Members,

At the last County Commissioner meeting I attended on May 26, 2026 commissioner Baca asked about how we record and track calls for the city/county. I explained to him that we have carbon copy message books to write down all of our calls and reports are kept in our ShelterPro software. He was interested to know the breakdown between the city and county calls. I told him we could go through the books and count them and separate them out but it was going to be a lengthy process since they are all hard copies. Metro Dispatch only has logs of after hour calls. He was interested in finding a better way to track those so I could pull stats easier to show them as well as the city.

After going through several scenarios and keeping costs in mind, trying to get our own dispatch and new radios would be extremely costly. It would require another f/t employee as well as expensive radios. I researched and asked several other departments who are not tied to their police or sheriffs dept what they use.

I went through several of the programs they recommended and found one that I believe will suit our dept on both sides shelter and animal control. Animal Shelter Manager offers everything our current shelter pro software does PLUS call taking/dispatch capabilities. It is also a cloud-based program that can be accessed online, so the officers can use it from their mobile phone's if they are on multiple calls, need to lookup info or phone numbers etc.

On the next page you will see slides I have attached of the different components that will assist with Animal Control and the shelter in several ways.

The first slide is the call taking, you can input everything into this section and dispatch an officer out. There is a map with the location pinned and even allows for follow up dates if needed to be input.

The second slide shows the active alerts under the animal control module. This is where they will find follow ups due, pending calls, incomplete calls, as well as traps that are out and have not yet been returned. This will ensure nothing gets overlooked or missed as all users can see these

alerts. There are others that pertain to the shelter, medical treatments needed, vaccines due, how long animals have been in the shelter etc.

The third slide shows how we can have them plot a map with active incidents. It can also keep areas/addresses flagged so when officers are responding if we have had sick animals in that area, multiple calls, or have needed police assistance they know before they go. This will help with officer safety.

Next slide shows the animal/person management screen. We are able to see recently entered animals, timeline of different things done in the facility, alerts and shelter stats.

This program still allows us to print receipts, keep track of monthly stats, and everything else we currently use shelterpro for. We can also import all of our previous files from shelter pro into shelter management.

I would like to try this out to see if it will work for our dept. I will have to spend a few weeks customizing the system to our needs, adding in everything that we need/use on a daily basis. Then start training everyone on how to use the program. It does come with training videos and manuals which will be helpful. We will keep shelterpro for the time being while I am getting this one up and running. Once we have been using it for a while, if it fits our needs and is helping on both the animal control side as well as the shelter side we will move to fully using this program in the future.

It is \$395 per year. With an additional increase for additional 10GB of media storage over the 10GB already included. I will not have this number until we have been using it to see if we will or will not need additional storage.

I am hopeful that will bring us into the current century with logging calls, and being able to show how many are ran in the city and the county as well as all the other features it has to offer.

[ASM](#)[Move](#)[Medical](#)[Financial](#)[Publishing](#)[Mail](#)[Reports](#)[Settings](#)[dev](#)**Quick Links**[Shelter view](#)[Foster book](#)[Recently deceased](#)[Up for adoption](#)[Not for adoption](#)[Foster an animal](#)[Adopt an animal](#)

Animal defecation - James Stewart

Caught next door's dog defecating on their property.

Call: 05/17/2015 14:04:36 Jim Beam

Address: 28 Star Drive

Dispatch:

Responded:

Followup:

Completed:

Added by robin on 05/17/2015

Last changed by robin on 07/25/2020

[Details](#)[Citations](#)[Media](#)[Diary](#)[Log](#)[Save](#)[Delete](#)[Document](#)[Email](#)[Dispatch](#)[Respond](#)[Map](#)[Details](#)[Dispatch](#)

Address

28 Star Drive

City

Rotherham

State

Zipcode

Latitude/Longitude

30.3798959 -97.65884919

Pickup Location

Jurisdiction

Dispatched ACO

Dispatch Date/Time

Responded Date/Time

Followup Date/Time

Followup Date/Time

Followup Date/Time

[Suspect/Animal](#)[Audit Trail](#)[Close](#)

Alerts

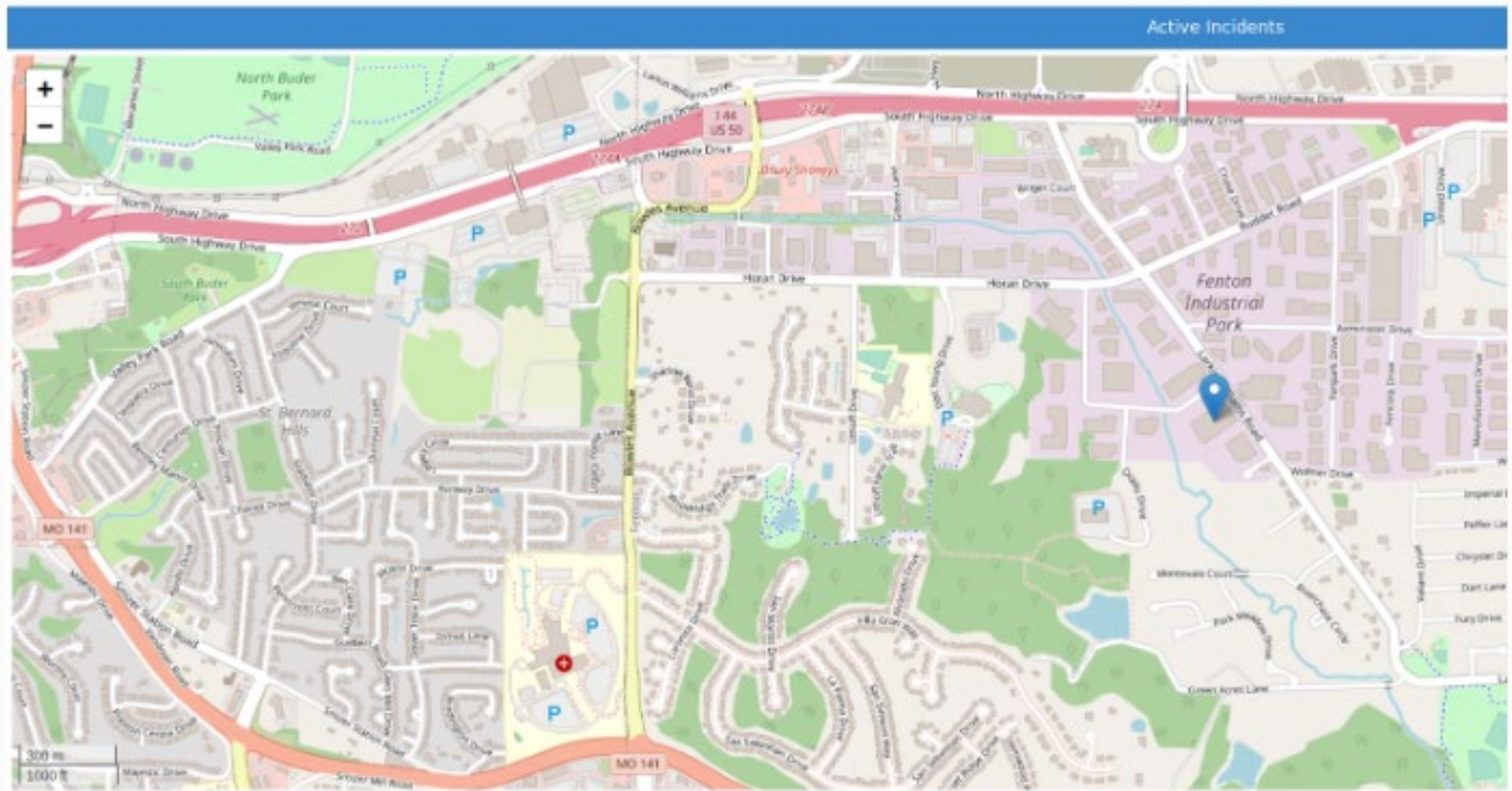
Alerts (19)

-  1 vaccination needs to be administered today
-  1 medical treatment needs to be administered today
-  1 person with an active reservation has not been homechecked
-  2 reservations have been active over a week without adoption
-  8 shelter animals have not been microchipped
-  2 animals have been on the shelter longer than 6 months
-  1 unpaid fine
-  1 undispached animal control call
-  1 incomplete animal control call
-  1 item of equipment is overdue for return

The animal control module will raise alerts for unpaid fines, calls that have not yet resulted in dispatch, calls that do not have a completion date and code, incidents that are due for followup today and traps due for return.

Map of active incidents

ASM can also plot you a map of currently active animal control incidents. This can be useful for route planning, spotting trends, etc.



Animal and Person Management Screens

 ASM ▾ Move ▾ Medical ▾ Financial ▾ Publishing ▾ Mail ▾ Reports ▾ Settings ▾ Search   dev ▾

 Shelter view  Add a new animal  Add a new person  Find person  Foster book  Trial adoption book  Foster an animal  Adopt an animal  Calendar view

Did you know?
You can middle click a link to open it in a new browser tab (push the wheel on most modern mice).

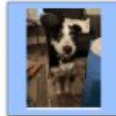
Recently Entered Shelter



 D2007209
Molly



  C2007011
Ozzie



 D2007207
Cricket



   D2007208
D'Artagnan



  D2007206
Lila



 D2002063
Percy



  D2007203
Emma



 D1903060
Romper



   D2007204
Tobbe

Diary for dev

Timeline (10)

07/25/2020  C2007012 Blackberry: adopted by Keith Barron *(sneal)*
07/25/2020  C2007012 Blackberry: returned by Michael Gothard *(sneal)*
07/24/2020  D2006185 Dusty: received Rabies *(dangelo)*
07/24/2020  D2006185 Dusty: microchipped *(dangelo)*
07/24/2020  D2006185 Dusty: altered *(dangelo)*
07/24/2020  D2006188 Scrappy: adopted by Carol White *(sneal)*
07/24/2020  D2006188 Scrappy: returned by Sarah Douglas *(sneal)*
07/24/2020  D2006188 Scrappy: received Bordetella *(sneal)*
07/24/2020  D2007209 Molly: entered the shelter *(sstarns)*
07/23/2020  D2005155 Caroline Munro: altered *(sneal)*

Alerts (196)

-  4 vaccinations have expired
-  1 reservation has been active over a week without adoption
-  23 unaltered animals have been adopted in the last month
-  30 shelter animals have not been microchipped
-  73 people have overdue payments
-  28 trial adoptions have ended
-  14 animals are not available for adoption
-  20 animals have been on the shelter longer than 6 months
-  2 new online form submissions
-  1 trap is overdue for return

Message Board



Shelter stats (this year)

-  211 animals entered the shelter
-  226 animals were adopted
-  25 animals were reclaimed by their owners
-  2 animals were transferred to other shelters

ASM News (8)



Close