ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
BOARD OF DIRECTORS

AGENDA

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on Thursday, February 8th, 2018 at 9am at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

I. Call to Order & Pledge of Allegiance

II. Roll Call of ASCMV Board Members and Determination of Quorum

III. Changes to Agenda and Approval of Agenda

IV. Minutes
   a. Approval of the Minutes from the regular ASCMV Board Meeting held January 11th, 2017

V. Reports/Presentations
   a. City and County ACO Reports – City and County Animal Control
   b. Shelter Statistics/Activities – Clint Thacker
   c. Educational Initiatives-Spay/Neuter Initiatives – Clint Thacker
   d. Committees Reports
      1. Finance – David Dollahon, Committee Chair
      2. Executive – Jess Williams, Committee Chair
      3. Facilities – Greg Smith, Committee Chair
   e. Zero In 7 Update

VI. Action Items
   a. Election of Officers

VII. Discussion Items
   a. Wilson-Binkley Advertising
   b. Animal Licensing

VIII. Public Input

IX. Chair and Board Comments

X. Adjournment

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January 11, 2018 at 9:00 a.m.

BOARD MEMBERS PRESENT:
Jess C. Williams - Chairman
Billy Garrett - Board Member
Gregory Z. Smith - Board Member
David Dollahon - Ex-Officio Member

BOARD MEMBERS NOT PRESENT:
Jack Eakman - Board Member
Kassandra Gandara - Vice Chair
John L. Vasquez - Board Member

I. Call to Order & Pledge of Allegiance (9:02 AM)

Williams: Good morning. It is 9:00 a.m. on Thursday, January 11th. This is the regular board meeting of the Animal Services Center of the Mesilla Valley. I call the meeting to order and I would ask that we rise for the Pledge of Allegiance please.

ALL STAND FOR PLEDGE OF ALLEGIANCE.

Williams: Thank you. And Board Member Dollahon, are you going to be able to stay with us for the duration of the meeting?

Dollahon: Mr. Chairman. I have a conference call at 11:15 that I have to be on.

Williams: Okay.

Dollahon: Related to some legislation, and Councillor Gandara has not called in yet.

Williams: Okay.

Dollahon: IT staff will notify me when she has.

Williams: Okay.

Dollahon: When she does, as part of the agenda acceptance do we want to take the roll to allow her to vote telephonically?

Williams: That's allowed under our process.

Dollahon: You don't require a vote?
II. Roll Call of ASCMV Board Members and Determination of Quorum

Williams: Ms. Baum would you please call the roll.

Baum: Board Member Dollahon.

Dollahon: Here.

Baum: Board Member Eakman is here and is absent for the day. Board Member Garrett.

Garrett: Here.

Baum: Board Member Smith.

Smith: Here.

Baum: Board Member Gandara is absent. Chairman Williams.

Williams: Here.

III. Changes to Agenda and Approval of Agenda

Williams: And that brings us to the agenda, changes to the agenda, and approval of the agenda. I'm going to suggest that we move through the agenda as quickly as we can. If we get close to 11:00 and we're not finished with item eight or item seven, if we're not almost through that then we're going to postpone most of that to allow Board Member Dollahon to attend to his appointment. So are there changes to the agenda? Board Member Dollahon.

Dollahon: Mr. Chairman. I think there's corrections on the two action items. Did I understand Clint right, that Resolution 1, the title to Resolution 2 on the agenda is really Resolution 1, and Resolution is 2 is the title of Resolution 1 on the agenda?

Williams: So items A and B are transversed?

Dollahon: The titles are transversed versus the number.
Williams: Okay. So that’s a housekeeping matter. We will, action 6a will be to approve Resolution 2018-02. Action item 6b will be to approve Resolution 2018-01. Any further changes? Seeing none, I'd entertain a motion to approve the agenda.

Smith: Mr. Chairman. I so move.

Garrett: Second.

Williams: I've got a motion by Board Member Smith, a second by Board Member Garrett. Ms. Baum would you please poll the board.

Baum: Board Member Garrett.

Garrett: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Board Member Dollahon.

Dollahon: Yes.

Baum: Chairman Williams.

Williams: Yes.

MOTION APPROVED UNANIMOUSLY.

Williams: The agenda's approved.

IV. Minutes

A. Approval of the Minutes from the regular ASCMV Board Meeting held December 14, 2017

Williams: That brings us to the minutes. I trust everybody has had an opportunity to review them. I would entertain a motion to approve the minutes of the regular meeting of December 14th.

Garrett: So moved.

Smith: Second.
Williams: I have a motion from Board Member Garrett, a second from Board Member Smith. Ms. Baum would you please poll the board.

Baum: Board Member Dollahon.

Dollahon: Yes.

Baum: Board Member Garrett.

Garrett: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Chairman Williams.

Williams: Yes.

MOTION APPROVED UNANIMOUSLY.

V. Reports/Presentations

A. City and County ACO Reports - City and County Animal Control

Williams: And that brings us to item five, reports and presentations. We're going to start with the City and County ACO reports. My understanding is that the County is not represented here today. Mary Lou Ward is out of the office. So Gino if you could help us out with the City report.

Jimenez: Good morning.

Williams: Good morning.

Jimenez: Mr. Chairman, Members of the Board. My name is Gino Jimenez. I'm the Supervisor for City of Las Cruces Animal Control. Before I begin my presentation, as I did last month I would like to introduce one of my officers. Today I brought Officer Juan Vallez with me and I'd like for him to introduce himself and ask any questions that you may have of him.

Williams: Thank you. Officer Vallez.

Vallez: Good morning Chairman, Board Members. I'm Officer Vallez, as Officer Jimenez introduced me. I have been with the City Animal Control for the past almost nine years. I'll complete my ninth year next month. I do cruelty investigations for the City. I'm also currently working on having a
NMDPS-certified curriculum to help out with our police officers. We did instruct last month the new cadets on how to interact with animals properly and how to go about these type of dangerous situations hopefully in an attempt to avoid these lethal encounters.

Williams: Thank you very much Officer Vallez. We appreciate your service. Are there any comments or questions from the board? Board Member Smith.

Smith: Thank you Mr. Chairman and thank you Officer Vallez and Chief Jimenez. Thank you for the work that you do and thank you for the outreach that you do and the continuing development of the compassionate approach to dealing with some of these issues. It's not always an easy thing to do so we thank you all. Appreciate it very much. Thank you Mr. Chairman.

Williams: Thank you Board Member Smith. Any further board comments? Seeing none, Officer Vallez thank you for attending today and as Board Member Smith said, thank you for your service in the field.

Vallez: Chairman and Board Members. Thank you for your time.

Jimenez: Mr. Chairman, Members of the Board. I think what Officer Vallez didn’t say also is he's responsible for taking Libby into the schools. I know we know Libby as "Las Cruces is Beautiful Because of You" and we use her to interact with the children, and Officer Vallez is responsible for her. He takes her to the school presentations. He was also one of my SROs back before he got more responsibility placed on him. So it's kind of weaned out to the newer officers to take Libby in.

Williams: That's great. Let's give him a round of applause, shall we?

Jimenez: And with that I'll begin my numbers for this month, for last month. We responded to 346 stray calls for the month of December 2017; 228 of those were GOA. We impounded a total of 118 dogs and cats. Break it down it's 62 dogs, 56 cats. We were able to field RTO a total of 14 of those were successfully taken back home. I'm sorry, let me back it up, 14 we were unsuccessful. We had 36 successful field RTOs which is very good. Here is our three-year comparison. Big drop, tremendous drop for the month of December. That is because December typically for us is our slow month. The weather, all the other festivities, the holidays, this is typical for us. If we move to our 18-month field RTO, again we're a little lower, 36 for December but kind of staying within our trend. And here is our four-year comparison for our field RTOs, still right within our normal range, a little lower but not tremendously low. And that is my presentation. Is there any questions?
Williams: Are there any questions of comments from the Board? Seeing none, thank you Gino very much.

Jimenez: Thank you.

Williams: We appreciate that report.

Garrett: Mr. Chair.

Williams: Board Member Garrett.

Garrett: Actually, could you explain a little bit more why you think the numbers are low because of the festivities? Are we … just to give me a little bit more information about why you think that results in the lower numbers?

Jimenez: Mr. Chairman, Board Member Garrett. I believe, in my experience, because the holiday season is really the focus, that more people are focused on what’s going on there. They can drive by a stray dog and because they’re so focused on what’s ahead of them that they’re not going to report that stray to us. Also, the weather plays a big part in it. Because it was cold in December, the animals are more secluded. They’re taking care of themselves, they’re trying to stay warm rather than roaming. So that may be another reason why.

Garrett: Thank you. Appreciate it.

Jimenez: You're welcome.

Williams: Thank you Gino.

Jimenez: You're welcome.

Williams: Appreciate your report.

B. Shelter Statistics/Activities - Clint Thacker

Williams: That brings us to item 5b which is shelter statistics and activities. Mr. Thacker.

Thacker: Good morning Chairman and Board of Directors. Just to support what Gino was saying is that in my experience as well, the winter months specifically December are generally the lower-number months just for those reasons, is there’s a lot less reporting going on. People are more concerned about holidays than that so that does go with my experience as well.
Okay. Before I begin I'd like to first inform the Board that on Monday, January 8th, early in the morning one of our employees there at the animal shelter by the name of Jose Perez suffered a stroke at his home. It was in the early morning. He was able to call 911 and they were able to get there as soon as possible. Visited him in the hospital yesterday morning. He is paralyzed on his left side with hopes of recovery of that. To tell you a little bit about Jose, he shed a few tears when I was there at the hospital because hopes that his family, and he said we're his family and his dogs, meaning the hundreds of dogs that he takes care of in his kennel area, are being well cared for. He's worked with us for nine years both as a temporary and a full-time employee. So our hopes and our prayers and our thoughts go out to him and his family at this time they go through that.

Williams: I'm sure the board feels exactly the same way and I know that you told me that a card went out, and I asked you to make sure that the Board was represented on that card, and I appreciate you taking care of that for us.

Thacker: Yes. You're welcome. Okay to continue on with our presentation today, in 2017 November numbers we have here, the City of Las Cruces brought in 250 dogs, 192 cats, and 11 other animals for a total of 453. And Dona Ana County was 202 dogs, 118 cats, and zero others for a total of 320 animals.

Williams: Can you go back to that one for a moment please Mr. Thacker?

Thacker: Yeah. Maybe. There we go.

Williams: Gino, when you gave your report, Officer Jimenez, you indicated that 118 animals were impounded, and yet I'm seeing here 453 animals were impounded. What is the difference between those two numbers?

Jimenez: Mr. Chairman, Members of the Board. The difference in the numbers is that these are the officers' numbers. What Mr. Thacker is presenting to you is the total numbers.

Williams: Okay.

Jimenez: This would be from people bringing them in, from driving them themselves to the shelter, stuff like that. What I present is my officers' numbers.

Williams: Okay. Thank you so much. And it also looks like these are November numbers.

Jimenez: Correct.
Williams: And yours were December numbers.

Thacker: Was just going to tell you that.

Williams: Okay. Great. Thank you.

Thacker: Thank you Gino.

Jimenez: You're welcome.

Thacker: City of Anthony, 26 total. Hatch was one. Sunland Park was ten and other unknown is zero. The total intake for the month of November is 810 with 484 dogs, 315 cats, and 11 others.

So this is the way animals left our shelter in November. We had 147 adoptions, reclaimed of 121, and rescued is 263. And see the totals there for the dogs, cats, and others. Now the euthanize side, and this is also how animals left our shelter, 146 animals were euthanized. That's 45 dogs, 100 cats, and one other. So the live release rate is calculated based on the total amount of animals that left our shelter and that's the percentage that left alive. So dogs was 88.7%, cats was 62.4%, and other was 94.4%, with a total average of 78.6% of our live release rate, animals that left alive.

The licensing, 407 total licenses were issued, 48 by mail, 12 online, and then we had 347 come in to the shelter to do that. We're still trying to figure out a number of how many of these are new licenses and how many are renewals. So we are looking into that and trying to pick that out.

So some preliminary numbers for December 2017: 755 total intake, 160 adoptions, 110 reclaimed, 370 went to rescues, 90 were euthanized, with euthanasia rate of, the paper I said said 11.8 and I think it's important to note that differential there, the two-tenths. And the live release rate of 87%. That's one of the highest live release rates I'm being told that we've had and also one of the lowest euthanasia rates that we've had.

Williams: That's phenomenal. Thank you.

Thacker: So credit on that goes to the rescues. As you see, 370 of the preliminary number for our rescues. Again, the credit goes to the amazing staff there at the Animal Service Center of the sacrifice they do. I mean we're talking a plea goes out and our stuff immediately goes into action and it's just awesome to see the teamwork and everything that goes together. So please don't think that that's anything that specifically I've done. That's what continues to go on since Paul and Bernice were there.

Williams: Mr. Thacker. I would also point out that that large number's also due to the number of organizations that are accepting our animals ...
Thacker: Correct.

Williams: And that are partnering with the Animal Service Center. And in addition to the hard work of our staff and volunteers, we want to thank those organizations and entities who are taking our animals and providing homes for them.

Thacker: Absolutely. Thank you very much Chairman for pointing that out. Also I do want to point out a lot of times that’s out of their own pocket as well, any expenses that come, so we appreciate those as well. The great things that happen at the Animal Service Center could not happen without our volunteers. We had December, now these are December numbers, a total of 760 hours. And again, I said it last month and I’d like to say it on record again, is volunteering hours, time, is one of the most thankless things, selfless things that an individual can do. I can donate money, send a check, not a problem, but for somebody to donate their time, that’s something that all of us don’t have enough of. So this is one of the greatest sacrifices and we thank our volunteers immensely for doing this. So as you see there’s some hours broken down with the cats’ laundry 84, dog enrichment 40, dog walking course 11, County cats is 40, the Farmers’ and Petco adoptions is 170 hours, and other offsite’s 154. That includes the Tractor Supply, Ashley Furniture, Corner Bakery, and the Cracker Barrel.

Here are some pictures of some of our transports and events that we took place in the month of December. I’d like to note the blue sunny skies in the background. That’s something I’m not used to.

Williams: We hope that you get used to it.

Thacker: Yes. So we had some great events and some great time, and also some really great dogs going out. So to continue on, the Pet's Barn and Petco cat care teams gave us 70 hours, photograph team 23, and I like just to throw a quick note in there, on the photography team we’re actually going to be changing some things of how we do photographs. So we have one of our volunteers put up some white backgrounds there at the shelter and we’re going to be taking some pretty awesome pictures here in the near future of dogs with some fun outfits on and posting those on Facebook and really getting those out there. So the Facebook and social media was four, transports we had 22 hours, vet techs we had six hours, grooming is nine. The office facelift was a lot of fun. Some pictures are to follow. It was 122 hours. There was so many people there willing to help paint and fill holes and mix paint and it was almost too many, which is a great great problem and we loved having all those people there. And then miscellaneous of five hours.
So here we are at masking and painting and stenciling and filling up holes. It was a lot of fun. And I like to point out, the picture on the right there is me and I just want to point out that I am working because the next picture you'll see is me eating donuts. So I did want to point out that that's not all I did for there. But as you can see we had individuals of all ages there helping us, and that was a lot of fun to have those kids doing that. And we let them just have fun. We let them take the roller and just go at it and our philosophy was we could just go over it again later on. So it was a lot of fun to have everybody involved in that.

Currently we have 28 families with 71 animals in their homes for actual fosters, and surrender to a foster means that individual that came in to surrender their animal and we asked them to hold onto it for a little bit longer until we can have some room in there at the shelter. So there's five families with five animals that are willing to do that for us.

So I'd like to now go into the rebranding efforts that I've looked into since our last board meeting. This right here is our current logo that we have. It's titled "Outcasts" and Virginia Maria Romero is a visionary artist with works in public and museum permanent collections and she's the one who painted this and donated the painting, or the rights for us to use this painting. And this is from her website, she says, "... as well as numerous private collections throughout the United States and abroad. In 2013 Romero was recognized as a distinguished Artist and Poet by the American Council for Polish Culture." "Romero's art speaks a language unlike any other. It is a language of the heart, of the soul, of life." "Romero has taken an ancient art form and redefined it, reinvented it, and made it her own." And that's from her website. I do understand why the previous Director chose this painting, because, truly, of the name of "Outcasts." Currently individuals believe that at the animal shelter, these animals are broken, they're not wanted, they're essentially outcasts of a society, and that's just not the case. The animals there at the shelter are often purebred, they're great, they're fabulous dogs with a lot of love that are left there. So I understand why the previous Director selected this painting, and with especially the prestige that comes with having Ms. Romero's work presented there. However, there are some limitations of this logo that we have a hard time with. Number one is we can't embroider it, so all of our shirts there at the Animal Service Center, they have, it says "ASCMV" on it and that's all we can do. There's no logo that really goes along with that. There's also no current black-and-white version of this for printing material or printing reasons. It's really not relative to our mission or scope. I'm being told that this is a picture of wolves and we are more of the, the word I'm looking for ...

Williams: Domestic.

Thacker: Domestic, thank you. Domestic animals of dogs and cats and others. This is not easily printed. With all the colors in it, it's very expensive to
print and it's very very difficult to digitize something like this if we did want to get it onto, to attempt to embroider and so forth. So there are a lot of limitations to this current logo. So with the Board's go-ahead I did do some rebranding, some requests for quotes. A company that did, that I'm familiar with that did several in the animal industry is CanvasBlu and their quotes came in between $3,080 to $4,330 and they specified business cards, letterhead, digital letterhead, e-mail signatures, PowerPoint templates, brochure template, and an e-mail marketing template.

We also wanted to contact locally and Wilson Binkley stepped up, and that's who currently is familiar with us. They currently do all of our advertising for us, and they approached us with the same offering of all those, the business cards, letterheads, and so on, and they gave us a flat rate of the $3,500. So with that I would like to continue on and begin discussions with Wilson Binkley, and tell them what we are interested in: Something clean, something crisp, something that can easily be done, like I mentioned before with the letterhead, with be able to embroider, and I believe with guidance that we can come up with a really good and captivating, see it and you know where it belongs to type of a logo with them.

Williams: Mr. Thacker. Would, assuming, I see that this is on the agenda as an action item for a vote. Assuming that we were to approve the rebranding initiative as a board, would the rebranding proposals come back to us again before being finalized?

Thacker: Yes. So the amount of money is something that I could do on my own. But I did not want to do that. I want to involve the Board in this approval so it could be a group effort. So what my thing would be is to come back to you, to the respective committees, and also report to the Board of the final logos that we have to choose from, or maybe even a logo that we as a Board of Directors, you as a Board of Directors and me as the Executive Director, have chosen as this one. So yes, it would be a very much involved effort of all of us.

Williams: Thank you.

Thacker: To preview that.

Williams: I know that this sort of thing has broad-ranging implications and a high interest among all the members of the Board, particularly Board Member Garrett has been talking about this for some time. So regardless of which company you go with, what we would want to see is, I would say a minimum of five options that we could discuss at a future meeting and come to some consensus on.

Thacker: Great.
Williams: Okay. Board Member Garrett.

Garrett: Mr. Chair, thank you. And Mr. Thacker, did I understand that you wanted to, you're basically going to be asking for okay to work with Wilson Binkley, is that ...

Thacker: Correct, yes.

Garrett: Okay. And I think that that makes sense. I mean I prefer to go local. They've worked well with us and I think that that's the right thing to do. So I just want to underscore that at this point it's not about anybody else. Thank you.

Williams: I appreciate the clarification and I concur on all counts.

Garrett: Thank you.

Thacker: So then we talk about what happens now with what we have here as the "Outcasts" painting. So what my hopes are is to be able to recognize Virginia Maria Romero by placing "Outcasts" in a prominent location in our current remodel that we have. We have a large, beautiful adoption lobby planned in our remodel and we'd like to have "Outcasts" up on it in a spotlighted area. We'd also like to unveil that painting with, it'll be mounted in a beautiful frame, again with the spotlight on it, couple that with the grand reopening of the shelter to the unveiling of that. And we'd like to invite Ms. Romero and to be able to be there with us and cut the ribbon, and make it a big deal because it is a big deal to have an artist of her stature to be able to donate this painting, the rights for it.

Williams: I think that's a very nice way to honor her and to include her in this process and I would encourage you to go forward and to reach out to her, and tell her what we're doing, why we're doing it, and how we want to continue to honor her donation going forward.

Thacker: Thank you.

Williams: Does the Board agree?

Smith: Yes sir.

Garrett: Yes.

Williams: Okay. I've got consensus from the Board so please proceed.
Thacker: The next one we have is our computers. There's currently 15 computers with the plans of expanding for one more. Nine of those 15 are out of warranty. Six of those nine expired in 2014 and there's stalling issues and restarts that need to be done on those computers throughout the day. As you can see here, this beautiful picture is the picture where the front of one of the computers has fallen off and you can see down below where the air intake flows through. We, being an animal industry, are not nice on computers, just because of the atmosphere that they're in. There's a lot of dander, a lot of hair or a lot of fur there, and so it all gets sucked in. So we do require more of a preventive maintenance on our computers to come through, to blow them out at least once a year and get more life out of them. So that's something I may be talking with the IT Department to schedule those and to get some maintenance done on them. However, at this point though, I've spoken with the Finance Committee at our last meeting, showed them the same issues, and they did say that we'd go ahead and purchase those nine computers that are out of warranty for a total of $7,204.80. The reason why I have the picture of the "Property of City of Las Cruces" is there is some confusion based on does the City purchase them and they come then to the Animal Service Center, or is it I purchase them and IT tracks it? And IT Director Scott, he did send an e-mail stating that the funds are allocated and in my budget so I make those budgets and then the City purchases them for me. And because the City is the one that's going to be handling all that purchasing and installing the hardware and doing all that for it, that they do put a tag on it, an IT tag that can track it for that purpose.

Williams: Do they provide the ongoing maintenance and support?

Thacker: Yes. That is my understanding. David?

Dollahon: Yes sir. That's correct.

Williams: Is there any Board discussion? I believe that this falls within Mr. Thacker's purchasing authority. If there's no objection I would say proceed. Board Member Dollahon.

Dollahon: Mr. Chairman, Members of the Board. We did discuss this at the Finance Committee and one of the things that we need to be aware of as we go through next year's budget and future years' budget, the City's policy, or the City's practice for its own internal departments is that you should be looking at about a third to a fourth of your computers and software upgrades every year, just to keep your inventory current. The technology changes so fast, the durability is really good so our maintenance is less of an issue, not that they don't have maintenance issues. But the older they get the more likelihood you're going to have failures and maintenance issues. So in discussing with the Executive Director, we just need to start
working on continuing that, some type of practice. The City's not going to impose its will on ASCMV. We're going to offer you suggestions. It's just something that we need to be aware of going forward in the budget process.

Williams: And Board Member Dollahon, Mr. Thacker. Do we have a line item existing in the budget for this purpose?

Thacker: Yes. We moved money yesterday into the account for that purchase.

Williams: Okay.

Dollahon: Yes. They've always had a budget line item. They always don't necessarily have put budget in there or used it for that purpose ...

Williams: Okay.

Dollahon: At the time.

Williams: Well going forward then we would expect to see that line item show up with the recommendation from the City followed as closely as possible.

Dollahon: And one other item related to computers, it's really related to the software on it. The City uses the Microsoft Office Suite and so we buy governmental licenses and each department of the City and ASCMV and others that we have Joint Powers Agreements on that we buy their software and their computers, they have to pay their annual license fee for that Microsoft license and that helps keep at least the Microsoft programs current and up-to-date.

Thacker: And I just talked with Bernice and we are participating in that as well. It has been purchased.

Williams: All right. Sounds good to me. Let's move forward.

Thacker: So the next big purchase that we're looking at, and this is Resolution ...

Williams: 2018-03.

Thacker: Thank you. Is a product called a Kuranda bed, and these beds have been used throughout my career where I've gone, very durable, and there'd be a picture later on. But first I wanted to show you why we want them. So in our outside kennels and some of our inside kennels we place blankets inside for warmth and so they're not just sitting on the cement floor. However, that laundry begins to pile up. As you can see the picture on the right, that is a very modest example of what can be piled up there for that.
So these, and also those blankets are a huge issue as far as disease. We do have a washer, it does do pretty good. However, there's, with as full as it's getting and as often it's being used, it's not guaranteed that those items are being sterilized to the proper level so I'm sure diseases are getting passed on because of that. So this is what we're looking at purchasing. The beds are aluminum so they won't be chewed on. It's 40 ounce of vinyl that goes inside of them, and they're warrantied for a year so if anything happens to them at all we get that. And then also, you can purchase parts. Every item on, every part you see here can be purchased if something was to break. So if an elbow breaks we can purchase just the elbow, not the entire new bed. And so that's beneficial as well. So it is a purchase over $10,000 which does need the Board's approval on it. The total price with shipping comes to $15,296.02 and the reason why that's so much is we talked about whether we should just do half now and then half later, or do a kennel at a time, but then we're thinking, "Where do we start? Do we start on the adoption side so it looks better as people come in? Do we start on the stray side where they're in so the disease can be attacked right now, that disease harbor?" It was a tossup so with considerations of the Finance Committee that said just to go ahead and purchase all at once and go for approval for that. Comments?

Williams: Board comment? Board Member Garrett.

Garrett: Thank you Mr. Chair. Mr. Thacker. If I recall our conversation in Finance Committee, you would expect an immediate beneficial impact in terms of the laundry issues.

Thacker: Yes. That could be thrown, all of it would be thrown away and keep a minimal amount of it there for our other places.

Garrett: And that's also going to reduce the wear and tear on our laundry equipment.

Thacker: Yes. Very much so.

Garrett: And so there are a number of benefits that come from this and I think our sense on the Finance Committee was it simply didn't make any sense whatsoever to hold off on this. It's going to be good for the animals. It's going to be good for the operation.

Williams: Thank you Board Member Garrett. Board Member Smith.

Smith: Thank you Mr. Chairman. Mr. Thacker. You said you'd worked with these before. I guess the only concern I really have is in the outdoor areas where there would be more air circulating underneath, does this make it colder for the animals that are outside or have you seen this work well in
those situations as well?  That's my only concern about, I think the other
points that you've brought up are very well-founded, but from the
standpoint of the comfort of the animal, how have you seen that work?

Thacker:  That's a good comment.  Thank you.  So the outside areas, we'll still be
using a blanket but not multiple ones.  It'll be just enough to insulate the
dog so it'll be placed on it and the plus is that the blanket is on top of the
bed, it's going to be off the ground.  So the animal will not be defecating or
urinating on that blanket so the disease factor is very very minimal.

Smith:  Thank you Mr. Thacker.  I'm reassured.  Thank you Mr. Chair.

Williams:  Thank you Board Member Smith.  And the question I have of Mr. Thacker
is whether the bed itself can be sterilized after each use.

Thacker:  Absolutely.  Like I said it's the 40-ounce vinyl and it's aluminum so you
spray it with the degreaser that we use, like a Dawn, get the disease off,
get the dirt off, and then you can place the chemical that we use to be on
them.

Williams:  We are on a presentation item at this point.  Unless there's further
questions from the Board, we'll move on to this again when we get to our
action items.  Thank you Mr. Thacker.  Please move ahead.

Thacker:  So the next one is Resolution 2018-04.  This is a list of holidays that we'd
like to be closed on to observe these holidays.  What currently is
happening is the employees have what's called a "floating holiday."  So
they're able to take whatever the week of that holiday, they can take a day
off.  So at our staff meeting that we had, I presented to the employees of
what their desires to be, and unanimously it was, "We want to be off on
the holiday."  Now given, we cannot just totally, somebody has to show up
and feed and clean the animals and we understand that, and they
understand that.  However, so we took that into consideration and at our
next manager's meeting we looked at the number of visitors per year on
these holidays that we have been open.  And we chose the ones that are
meaningful for family and also have very low numbers of attendance.  So
on the graph you see, the first column it says the RTO side.  That is 30, on
New Year's Day in 2016 we had 32, and what that means is 32 people
came into the shelter on that side, not 32 RTOs.  That's actual people.
And then the adoption side, only 43 came in.  So you can go down
through those numbers.  And so then the question was, "Well how many
animals were actually returned to owner or adopted on those days?"  and
we pulled those numbers and you can see on the next section over the
number of animals, RTOs for the year 2016, New Year's Day was four.  In
2017 it was one.  And you can continue down those, and the biggest was
RTOs on Independence Day was eight, that's the biggest number, and
that's still far below what we are doing on a regular day for that. We're going to be open the day before Independence Day and also the day after Independence Day. So it won't, it's not a huge factor on returning animals to owners, nor is it on the adoption side either because those animals will still be there for adoption. Because we're changing this, the worry is that people are going to come expecting us to be open because we have been in the past. So it was recommended by the Executive Committee to include our closures on Pet of the Week, when we do our Pet of the Months, when we do our radio presentations, things like that, to plug those times in that we are going to be closed on this holiday that's coming up.

Williams: Also social media.

Thacker: Social media, absolutely, to place those dates on there. I believe this is a big one for the employees at the shelter, be able to know and to have this time off for that.

Williams: Are there any questions or concerns from the Board? Board Member Dollahon.

Dollahon: I think this is a great idea. I think the rest of us, being part of the working crew not the elected crew, get 11 or 12 holidays a year as do our elected officials because we don't work on those days. My concern is we need to look, not now and not part of this resolution, is a compensation issue because are we talking time and a half because of the employees working holidays, and some of our staff who work holidays depending on the positions may get double time. So it's something that we need to discuss with the Executive Director as far as a budgetary impact and a policy impact, but I think this is a great thing for the staff who work really really hard all of the other days of the year. It's just something that we need to be aware of. But I'm supportive of us moving forward with this proposed resolution when we're to that point.

Williams: Thank you Board Member Dollahon. Any further board comment? Seeing none we'll move through the presentation and we'll revisit this again when we get to the action items.

Thacker: Thank you. So that's it on the information that I have as far as what I found there. Here are some pets that are currently available for adoption at our shelter.

C. Educational Initiatives - Spay/Neuter Initiatives - Clint Thacker

Thacker: So the next presentation we have is the education. So grand total in December 2017 was 3,433 individuals that came to the shelter. Breaking that down we have: To adopt was 278; just looking around was 1,292;
medical reasons 372; other 82; and no reason given was 23. We did take the advice of the Board from last month and I changed the sign-in sheet at the adoption side to have a place that says, "If you are interested in volunteering please provide your e-mail address." And we have had some e-mail addresses left there. So we are able to utilize those individuals that, 1,200 people that are just looking for animals is very advantageous for it. So on the reclaim or the RTO side of our animal shelter we had 433 people looking for a missing pet, 125 for stray, 45 surrendered, 77 for pet license, 57 rescue organizations, 26 for euthanasia or cremation requests, 338 for medical, 271 for other, and 55 for no reason given for a total of 1,386 people. And I'd just like to say that I believe it. I mean there is, my office window is right there at the front doors and they are just constantly coming in and it's great to see that continuous flow of individuals coming into the Animal Service Center.

Garrett: Mr. Chair.
Williams: Board Member Garrett.
Garrett: Could you go back to the previous slide? What's covered under "medical?"
Thacker: That is individuals coming in for sterilizations.
Garrett: Okay.
Thacker: And also any issues with that or issues with the animal.
Garrett: But related to the adoption or fostering.
Thacker: Correct, yeah.
Garrett: Okay.
Thacker: Foster to adopt or yeah, it's not just anybody coming with an animal. It has to come from the Animal Service Center.
Garrett: Right, okay. Thank you.
Williams: Board Member Dollahon.
Dollahon: This is my wicked sense of humor. We're talking about pet sterilizations, not people sterilizations, so sorry.
Williams: That's all right. I believe that's a whole, yes, that's not within our purview.
Thacker: All right. So community outreach continue to go to 101 Gold, Magic 105, and Zia Country, and these are the stations that again we'd be placing our, "We're going to be close this holiday" and it's a great way to reach out. And our Volunteer Coordinator Dominique does a fabulous job at those. We continue to work with Wilson Binkley advertising campaign with our billboard and commercials on the radio. We have our Dog'Cruces magazine, American Classifieds. Home for the Holidays provided us with 47 adoptions through the year, and those were all covered by the Dona Ana County Humane Society for that program. The Senior Program also we were able to do three dogs and three cats through the Senior Program.

Spay and neuter. So 170 animals are currently in the foster to adopt program and for those watching online, the foster to adopt program is a program we have where somebody comes into the shelter, they see an animal they'd like to adopt, however it's not sterilized yet. So they foster the animal, or they take the animal home that day with a date given for them to come back and get the animal sterilized. And all that has already been paid for in your adoption costs. So currently 170 animals are in that program.

And this is a breakdown for surgeries for December: Total of 230; we had 120 of the general public; Humane Society of New Mexico six; SNAP one; Broken Promises three; and the Community Cat Program had 92. So the totals broken down: Female dogs 54; 34 male dogs; 69 female cats; and 73 male cats with the cancellation/no-shows of 57. We are still looking at a way to do this program better as far as those cancellations. We generally plug those holes in the cancellations in with shelter animals, so that is not going to waste. However, we would like to have more of the general public coming in, those 57 come in versus not showing up. We're also working with County and City ACOs for them to go out on these foster to adoptions that aren't showing up and speaking with them and educating them on the importance of spay and neutering, have them contact us, because this is after multiple contact efforts that the Animal Service Center does for them to come in and do that. So total surgeries in December is a total of 402. It's 230 public, 121 adoptive, and 51 from the shelter including those seven cryptorchid and seven pregnant. And I think my favorite picture on here is "Hairy Pawter." I love that one. And that's presentation for you today. Any questions from the Chair or the Board?

Williams: Seeing none, we'll move on forward.

D. Committee Reports

1. Finance - David Dollahon, Committee Chair

Williams: That brings us to the committee reports. Board Member Dollahon, it seems like the Finance Committee was busy.
Dollahon: Mr. Chairman. Yes, we were and Josh is going to speak real quick on that component and I have a few items to add beyond what's already been discussed today.

Williams: And I'm delighted to see that Josh is not limping today.

Saffell: Good morning Mr. Chair, Members of the Board. My name is Josh Saffell and on behalf of the Finance Department I'd like to present the unaudited financials as of November 2017.

On slide one, this is our balance sheet. If you have the hard copy of the financial statements, this is page one, "Statement of Net Position." Here we're showing that the General Fund has about $577,000 in cash and $1,000 in receivable, and the total liabilities in the General Fund are at $92,000.

This is our Operations. Of course that's going to be page two, "Statements of Revenues, Expenditures, and Changes in Fund Balance." Here we see that the General Fund is showing about $982,000 in revenues and $963,000 in expenditures. That left net income of $19,000. We also see that the total revenues are at 43.8% of budget and total expenditures are at 40.6% of budget. Our budget parameter for this period was 41.7%. So we're a little over on revenue and a little under on expenditure, which is pretty good.

Here we show actual revenues compared to the budget. The actual revenues of $982,000 are mainly due to Dona Ana and City contributions per the Joint Powers Agreement.

And we have our expenditure comparisons. We'll notice that the majority of these are under the 41.7% budget parameter. There were two notable exceptions, that being services and supplies. The services are at 49.8%, supplies are at 52.1%. I believe that number for supplies, the 52.1%, the majority of that is based on they purchased the majority of their microchips that they're going to use throughout the year in advance and so that's being reflected in that supplies number.

Here we have our Capital Projects Fund. We show cash of $813,000 and receivables of $18,000. And that concludes the November financial report. Are there any questions?

Williams: Seeing none, Board Member Dollahon.

Dollahon: Josh, could you go back one slide on that receivable?

Saffell: I can never remember how to do this. There we go.

Dollahon: So that $17,695 was a receivable that we billed to the State that hasn't been paid and due to timing and issues with the State on their bill-paying, that will be reversed this month, in November, so it'll show up in next
month's report. You have a resolution before you to carry over that budget
and then we will spend it again on other eligible expenses during the
current fiscal year related to the design work that is going on. We have
plenty of money. We're having to cover those expenses that were billed to
the State out of ASCMV capital funds for this current year.

Williams: So that's a simple budget revision.

Dollahon: Yes sir. And because we had anticipated the State to pay us the
receivable that they're not, we have to do a budget adjustment and that's
one of the resolutions before the Board today. And so we will fix that and
carry that State appropriation over, reflect it in our budget, and then we'll
pay the next bill out of it for eligible expenses and charge the State this
fiscal year.

Williams: Thank you for that explanation/clarification. Thank you Josh. And that is,
do you have anything further from the Finance Committee?

Dollahon: No sir. That was it. As I think Executive Director Thacker covered a great
deal of issues that we'd also discussed, there is also a resolution on the
agenda for authorization of disposal of equipment that is either long
overdue for disposal and is not being used, or is in poor condition that
needs to be disposed of and so that requires Board action. And then it will
be turned over to the City's auction for auction and the receipts from that
will be credited back to ASCMV's budget.

Williams: Sounds perfectly logical to me. Any further comments/questions from the
Board? Seeing none.

2. Executive - Jess Williams, Committee Chair

Williams: We'll move to the Executive Committee. The Executive Committee did
meet primarily to discuss the various action items on today's agenda as
well as some services at the Animal Service Center related to janitorial,
pest control, etc. and to finalize the agenda for today. Nothing further was
discussed at the Executive Committee meeting.

3. Facilities - Greg Smith, Committee Chair

Williams: That brings us to facilities. Board Member Smith.

Smith: Thank you Mr. Chairman. The Facilities Committee did not meet due to
the holidays and the fact that I believe City Architect Tomas Mendez is
going to be updating us on the discussion items regarding the remodel
and where we are. But we did not meet and are assuming that
everything's moving forward. Certainly was very interesting to see the
photos of the staff working and volunteers working on the building. Thank you.

Williams: Thank you very much.

E. Zero in 7 Update

Williams: And that brings us to item number 5e which is the Zero in Seven update. I believe that Elaine is going to cover that for us this month.

Stachera: Good morning Mr. Chair and Members of the Board. My name is Elaine Stachera Simon and I was asked to pinch-hit today to present the good news from Coalition for Pets and People. All righty. Starting off you all know what the goal is for the Coalition for Pets and People: To reduce the number of adoptable animals euthanized at the ASCMV to zero by 2019. Many members of community organizations, independent members from the, just community members as well as governmental agencies participate in the Zero in Seven meetings, Coalition for Pets and People.

These are some of the upcoming events: January 14th, 2:00 to 4:00 p.m. Steinborn and Associates will be holding an APA benefit; on the 22nd will be the Paws N’ Hooves Mobile Clinic for Spay and Neuter Action Program. Again, SNAP is for low-income individuals, $30 to take care of your cat, $40 to take care of your dog. January 25th Humane Society for Southern New Mexico is going to be having a fundraiser at Red Brick Pizza so go have lunch. January 30th will be the next Coalition for Pets and People meeting at the Branigan Library.

In December as you can see the Coalition for Pets and People had a holiday social at Habanero's to get to know the new Executive Director Mr. Thacker. Some of the ASCMV Board Members attended which was greatly appreciated. Kelly Barker from Tails from the Shelter presented a large poster photo which featured the 12 Days of Christmas.

Smith: I have to interject. I believe that was the 12 Dogs of Christmas.

Stachera: Twelve Dogs of Christmas, thank you. So throughout 2017 the Coalition for Pets and People did many things: Monthly meetings; attending Task Force and ASCMV meetings; making sure to reach out to local officials; appearing at outreach events including the City Volunteer Fair, Dog’Cruces, Pet Expo, Fall Festival; microchipping events that were done in conjunction with APA, ACES, Animal Control, and others in the community; presenting the Community Animal Welfare report to this Board on a monthly basis; having humane education sessions at Onate High School, and that's actually the reason I'm pinch-hitting today is because Jean Gilbert is doing a humane education presentation up at Highlands Elementary is my understanding. Coalition for Pets and People has a Facebook page and I'm sure that you all "liked" that page, I have no
question. And the distribution list disseminates news and events that are coming up. Overall the Coalition for Pets and People helped microchip more than 400 animals in 2017.

All right. Action Program for Animals has reported to us that the month of December they took in 64 animals, adopted out 22, transferred 33. Overall numbers for 2017: 701 were taken in, 298 were adopted, and 263 were transferred. Loyal was a lucky dog who was found abandoned and left guarding the body of his deceased companion. Loyal is now in Montana with his new dad, who is a one-dog type of guy and that was facilitated through APA and the P.A.W.S. prison program.

Some of the 12 Dogs of Christmas who are looking totally adorable in their little outfits. Uncaged Paws and Tails from the Shelter sent us information about this Chocolate Lab and her pups. They are with a foster family until ready for transport to go to Colorado to find their forever homes. Also coming from Tails from the Shelter and Uncaged Paws are happy and healthy 7-year-old dogs that now have work at their new ranch home. The Tails rescue has adoption promotions regularly at PetSmart and elsewhere in Las Cruces.

Cherished K-9 sent us a photo of this Australian Shepherd mom and her pups that was rescued during the month of December and have been transported.

Safe Haven Animal Sanctuary sent us a story about Gypsy, formerly known as Louise, who now has as part of her new forever home, she has a couple of ferrets to play with and apparently the ferrets are her favorite playmates. Also, as some of you probably saw the Las Cruces Community Theater production of "Annie," Sundae was one of the stars of that show and found a home with a new family for the holiday, so that was a happy ending to "Annie."

Broken Promises Southwest: As you know they specialize in trap/neuter/return. In December 2017 they took care of 25 spays and neuters. Throughout January through December of 2017 they did 427 sterilizations. Since inception in 2010 they have now, they've broken 1,000. They're at 1,500 sterilizations.

Williams: That's fantastic.

Stachera: I have a feeling that there are many people who rely on their morning cup of Joe here so Broken Promises Southwest are working in conjunction with Moon Doggie Coffee which is out of New Jersey, and this was a December fundraiser in which 30% of coffee order proceeds went to Broken Promises Southwest.

Humane Society of Southern New Mexico had a good December 2017. They adopted six cats and a dog. For the year of 2017 their totals were 54 cats, 19 dogs, and five transfers. They took about 90 or 100 calls on their pet helpline in 2017. They microchipped 72 animals, 26 sessions
of humane education, and raised $100 for Cans for Critters. So that was a yearly total of $1,422 to help about 35 pets with Cans for Critters.

Humane education, near and dear to my heart, this is a photo of Highland Elementary kids who got animal-themed books for the holidays.

Carla Baker, Director of Cherished K-9 sent us information about Tyson who was helped with some pretty severe injuries and in danger of euthanasia because his owner could not afford the medical cost and relinquished him. Cherished K-9 stepped in with others to help with financial support for his injuries.

Another story from 2 Hearts 4 Paws, helping out with some animals that, a couple of dogs that were found in the middle of the road.

Dee Dougil and Randie Meyer have taken up the cause of pet networking to save lives and using social media. They are sharing photos and information during 2017 for more than 300 pets to send out, that goes to hundreds of animal advocates. They get reposted time and time again to find people who would help out with rescue, transport, fosters, adoption, financial help for medical needs, all in an effort to reach the no-kill community goal.

Spay and Neuter Action Program, also near and dear to my heart, received $22,630 from PetSmart Charities. Since, it's actually 2002 is when SNAP started its voucher program and more than 17,000 pets of low-income households have been sterilized through the SNAP voucher program.

Another success story: Raisin from Las Cruces went up to Watermelon Ranch Rescue in Albuquerque from Forever Homes Animal Rescue. In 2017 New Mexico Forever Homes Animal Rescue transferred, adopted, and transported more than 1,000 animals, 154 of which were in December, their largest month ever.

Cat's Meow has found homes for about 175 cats since 2014. They do specialize in older felines so that's a great number. Jake Sims, as you know passed away in 2016. His cats found homes in 2017 through Cat's Meow. Thank you very much.

Williams: Thank you Elaine. Are there any comments or questions from the board? Seeing none, we're going to take a five-minute break. I'm going to insist that it's no more than five minutes. We've got a lot to still get through and we've got a short time to do it.

FIVE MINUTE RECESS.

VI. Action Items

A. Resolution 2018-01: Amend FY18 Budget with a State Grant Carry-Over for Capital Outlay

B. Resolution 2018-02: Disposition of a Dutch Motor Home, 1999 Ford Taurus and 2010 Dodge Ram
C. Resolution 2018-03: Approval of Expenditure over $10,000 for Kuranda Dog Beds
D. Resolution 2018-04: Adopt the ASCMV 2018 Holiday Schedule
E. Resolution 2018-05: Reasonable Notice of Meetings 2018
F. Vote to approve ASCMV rebranding

Williams: Our quorum has reconvened. I'll call the meeting back to order and we are at item six which is action items A through F. I am inclined to allow public input on these items but before that I would entertain a motion to pass all one, two, three, four, five, six items, A through F in one motion.

Smith: I will make that motion.

Garrett: Second.

Williams: I have a motion by Board Member Smith, a second by Board Member Garrett. Is there any public input on the action items today? Seeing none, Ms. Baum please poll the board.

Baum: Board Member Dollahon.

Dollahon: Yes.

Baum: Board Member Garrett.

Garrett: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Chairman Williams.

Williams: Yes.

MOTION APPROVED UNANIMOUSLY.

VII. Discussion items

Williams: That brings us to item number seven, discussion items and although we did not approve any changes to the agenda earlier, I'm going to ask that we remove item D to the next meeting because I've received an e-mail from Mr. Townsend indicating he would like to meet with Mr. Thacker about that item before the Board discusses it. So Mr. Thacker, do you have any objection to moving that to the next ...
THACKER SHOOK HIS HEAD IN THE NEGATIVE

Williams: Is there any objection from the board?  Board Member Garrett.

Garrett: No, I don’t have an objection.  I think it actually makes some sense and I
would also appreciate if, as part of your sort of background research on
this if you would check in with our staff but also I think it probably would be
appropriate in this context to talk to either County or City regarding,
because we’re going to be using public money from the City and the
County, about anti-donation just so we’re clear on all the legal implications
are of this particular issue.

Williams: Okay.

A. Update on shelter remodel

Williams: That brings us to item number 7a which is an update on the shelter
remodel.  And I believe that the City Architect is here.  Tomas.

Mendez: Good morning Mr. Williams, Board Members.

Williams: Good morning.

Mendez: My name is Tomas Mendez, Architect with the City of Las Cruces.  I'm
going to provide you with a brief update on the progress, slow as it may
be, with the development of the project to add on to the building.
Tomorrow afternoon we have a Selection Advisory Committee of the City
of Las Cruces to review the Request for Proposals that will be issued next
week.  We expect a quick turnaround on that, approximately three weeks,
so a tentative deadline for the proposals will be established once the
evaluation committee releases it.  Hopefully we’ll get that about mid-
February and we will be authorizing with the concurrence of the Selection
Advisory Committee an award for the construction project.  The budget
still stands at approximately $800,000 and if there is any savings to be
made, we obviously would defer to Mr. Thacker to how best to expend
those monies on a related expenditure.

Williams: Mr. Mendez.

Mendez: Yes sir.

Williams: Are we on track with this timeline to finish the project before the end of the
fiscal year?

Mendez: Before the end of the fiscal year no, but we will finish it before the end of
the calendar year.  Any grants that have a timeline that require
expenditure prior to the end of this fiscal year, Fiscal Year '18, we will expend those funds first and foremost so that any money that carries over to the next fiscal year will then be expended at a later time.

Williams: Mr. Dollahon. Does that present challenges with our budget process?

Dollahon: No sir. Josie Medina from the City's Budget Office is here today and she will work through that. She manages most of the capital budgets for the City on the whole, including ASCMV and so as the City and staff work, Ms. Medina specifically and others, work with Mr. Thacker and the crew on his operating budget, she will also be critical on the capital budget. So we will just probably make an estimate in discussions with Mr. Mendez and the contractor as to where we'll be as of June 30th and then we'll probably have to do a correction for carryovers early in the fiscal year. But it won't present us with any problems and we have a small grant from the State of New Mexico that we'll spend first. I think all of the other grants that we have don't have time restrictions, they have condition restrictions like the cat room and so forth, and I'm fairly certain that we're all okay.

Williams: Okay. Mr. Dollahon, Mr. Mendez. Will there be any slow-down or gap in construction as a result of the fiscal year turning over or will that be seamless?

Mendez: It should be seamless unless there's an interruption in the flow of funds to the project.

Dollahon: Mr. Chairman, Members of the Committee. We tend to overestimate our carryover amount, so we can avoid that issue and not have to shut a contractor down because we don't have budget. We will be fine.

Williams: I anticipated those answers but I wanted to make sure that for the benefit of the public that that's where we were. Thank you.

Mendez: It is Mr. Williams. And it's actually a pretty regular operating procedure for us because our construction contracts consistently span fiscal years.

Williams: Thank you.

Mendez: And we have to carry over those project budgets from year to year.

Williams: Thank you very much.

Dollahon: Mr. Chairman. If I may, there are ...

Williams: Yes Mr. Dollahon.
Dollahon: Two things so that we can go on the record. This contract only includes fixed, attached fixtures such as built-in desktops, countertops, and such. So there is no what we call FF&E, fixtures, furniture, and equipment so we will need to work with Clint and the Architect's Office to identify those needs: Conference room table, chairs, desks, and so forth to prepare for his budget in FY19 to purchase those items separate from this contract.

Williams: Okay.

Dollahon: So that is a budgetary impact. The other thing that you should all be aware of, you'll notice that Mr. Mendez mentioned this was going out for Request for Proposals rather than a bid. That's because it's a better way for us to get a better price based on performance of the contractor rather than lowest available price. So that's why we're doing it that way. Our intent is to get a really good contractor at a good price who will perform on time and going through a regular bidding process doesn't give us that opportunity at this time without a future amendment that is in the works on our procurement code. But this is the best way to do this now. So we're hoping that we'll get a high-performing contract and we can also negotiate on price.

Williams: That sounds fantastic and I would just point out that when we get to the furniture component, that the Department of Corrections does have its own shop that they build furniture that is oftentimes as good as what's on the market for quite a lot less because their labor costs are lower. Mr. Mendez please proceed.

Mendez: I believe that's the extent of the presentation. I'd be happy to answer any questions. I would like to add to Mr. Dollahon's comments very quickly that at present the contract as he said does include the point of service counters, public interaction points. But anything in private offices or workrooms or boardrooms or meeting rooms, that furnishing is not included in the general construction contract.

Williams: Thank you very much Mr. Mendez. Are there any comments or questions from the Board? Seeing none, thank you very much for your presentation.

Mendez: Thank you very much. Hopefully next meeting we'll be able to come back with an update on actual construction or the award of a contract.

Williams: Okay. Thank you very much.

Mendez: Thank you.

B. Working relationships between unincorporated areas of the County and the County
Williams: That brings us to item number 7b, working relationships between unincorporated areas of the County and, I'm going to assume that that means "and the Animal Service Center." It says "the County and the County."

Thacker: Actually, it is correct for the County. If you recall we had a discussion regarding the County Animal Services is partnered with other agencies to do their animal control.

Williams: Oh, that's right. Yes.

Thacker: And so our discussion was, "Do we need to have an agreement with those other cities that the County does their animal control for?" and that was the discussion that was requested.

Williams: The discussion item, just to clarify, thank you for reminding me, is that currently particularly with the Town of Mesilla we have an issue right now where an animal was brought in, it was captured in Mesilla, then it was turned over to the County, then it was taken to the Animal Service Center and now there's some legal questions about who's responsible if something happened to the animal. It seems to me it would be cleaner to have Joint Powers Agreements or Memorandums of Understanding with the individual cities rather than have them contract with the County, to where it's all going through the Animal Service Center rather than through the County. That's going to require a conversation with the County Manager, it's going to require a conversation with the Animal Control people at the County, and then probably we're going to have to reach out to the individual communities to see whether they have the capacity to do animal control on their own. But it has presented an interesting problem for us already. Board Member Dollahon.

Dollahon: I have a question and Clint may not know this, so this may be more of a question that Bernice has to step in. With the exception of Mesilla, we report numbers every month for Sunland Park, Anthony, and Hatch. Are those coming from their own Animal Control Officers or are those coming from those communities through County Animal Control?

Navarro: We do have a method from our impound sheets at the top, where it does state where the animals are coming from so if the Animal Control, if an animal is coming from Hatch we do have the officer's name at the top of the paper where we keep track of those separately. So if whatever comes in from Hatch, from Sunland Park, Anthony, that's how I actually get those numbers, is whatever comes in through those impound worksheets.

Dollahon: But they're their employees, not County ACO ...
Navarro: Correct.

Dollahon: Okay.

Navarro: That's their own ACOs, right.

Dollahon: So the limited exception is Mesilla doesn't have their own Animal Control Office and I think County Animal Control has an agreement with Mesilla. But knowing from the Finance Committee because we've had discussions in the past about collecting a payment, I think this is a good idea. We do need to have a Memorandum of Understanding from the shelter to the individual communities because we do need to get payment from them and it has taken time in the past. Mesilla itself is a little more complex because they don't have that own service so it is, I think it's a three-legged stool. There's County relationship with Town of Mesilla and then there's the shelter's relationship with Mesilla with the understanding from the County on delivering the animal. So that makes it a little more complex. But I'm supportive of us having Memorandum of Understanding. I don't know that we need a Joint Powers Agreement. That's a way more complex process than we need to make this.

Williams: And I believe that this is going to take some time to do. What I would seek from the Board is consensus for me and Mr. Thacker to approach the Animal Service Center attorney to plot a way forward that makes the most sense for the next Chairperson to follow up on.

Dollahon: And Mr. Thacker in his history having worked elsewhere and we can help also, there might be similar agreements that he has in the past that talk about those relationship, that we're not starting from scratch ...

Thacker: Yeah.

Dollahon: On defining those roles.

Thacker: Yeah. I had experience doing just the flat rate fee and also by per animal fee and etc. go on and on, so.

Williams: Okay. Board Member Garrett.

Garrett: Mr. Chair. I think it's a good idea for you and Mr. Thacker to talk to our attorney, and actually I want to underscore that we need to be concerned with what the legal and financial interests and concerns are for ASCMV.

Williams: Exactly.
Garrett: And then let the Town of Mesilla and the County sort out for themselves what their issues are and how that might fit into this. But relative to the board and the immediate issues, we need to know about what kind of liability we're dealing with, how we're going to be able to collect funds and from whom, and I think that it's important for each entity to be very clear about what the role is, what the point of view is that they're working from.

Williams: Absolutely.

Garrett: So we're not mixing up the idea of somehow that, "Well what's the County concerned with?" At this point we need to know what ASCMV's issues are and then work with these other entities, and presumably they'll have their own attorneys and other folks involved to make sure that they're comfortable with whatever is worked out.

Williams: And that's exactly why I'm asking for consensus of the Board to begin the process so that we can get our attorney to be talking with those other attorneys' offices and work this thing through so that we can figure out what the issues are. I see Mr. Bryce. Would you like to comment about this Mr. Bryce?

Thacker: You have some public comment.

Williams: Okay.

Bryce: Frank Bryce, President, Humane Society of Southern New Mexico. I may be overstepping a little bit but I think, I read this several times, we're talking about the incorporated, not the unincorporated.

Dollahon: Yes sir. That's what needed to be clarified on the discussion items. It's between the incorporated communities of the County and the County. You're correct.

Bryce: Right.

Williams: You're absolutely right.

Bryce: And Mesilla does have an animal officer, and I'm a volunteer with them. So unless they changed the rules just in the last short time, they do have one.

Williams: Okay.

Bryce: And I'm sort of aware of the issue you said about Mesilla. They had some cats that were trapped, transferred, and they disappeared. We never
found out exactly what the heck happened with that. But it is incorporated and they do have an Animal Control Officer.

Williams: Thank you for that clarification Mr. Bryce.

Thacker: Yes. And Gino just told me that they, he confirmed they do have an animal control. They just don't have a contract with the Animal Service Center to bring their animals in, so they have County do it for them.

Williams: So if the Board agrees what we would do is ask our attorney to reach out to the Town of Mesilla to figure out what kind of contractual agreement the Animal Service Center and Mesilla can come to and then whatever agreement the Town of Mesilla and the County have, that's separate from our issues.

Thacker: Correct.

Williams: Thank you.

Dollahon: Mr. Chairman. I would go one step further. I agree with that but let's also look at our relationships with the other incorporated communities so that we're all on the same page and we all have something in writing, if we don't have it already.

Williams: I think that's an excellent point. We probably need to revisit those MOUs and make sure that they are up-to-date and that they're consistent across all of the incorporated communities. Thank you. Unless there's further input or discussion on that item.

C. Update of the City proposal to incorporate the ASCMV into the City of Las Cruces

Williams: We would move on then to item number 7c which is update the City proposal to incorporate the ASCMV into the City of Las Cruces. Board Member Dollahon.

Dollahon: We are progressing very slowly. Our intent is to get back to a joint board meeting with the City Council and the County Commission sometime in late winter. I don't know if that's going to be February or March. It's going to be dependent on the respective governing bodies' availability to meet together. We are progressing. We're looking at ten-year data on animal intake because we promised and outflow at the last joint session that we would get that information. We're coordinating that now. Clint and Bernice and staff have provided us with that information. We're also pulling in City Animal Control data and County Animal Control data at the same time to give the respective bodies a full board. We've had some
internal discussions about where we're going to fund in our financial system, where the ASCMV would be housed financially. There was question would it be General Fund or a special revenue fund at this point as part of the anticipated change. We're going to do it as a special revenue fund so they can keep their own money and we're still progressing with Phase 1 with a hopeful anticipated July 1 or soon thereafter transition date sometime in FY19 and then progress on to Phase 2 because there are a lot of complexities with the first transition and then the second transition is even more complex with the relationship with the County. I talked to Board Member Eakman as City Councillor. I think ultimately with the shelter and City Animal Control together, and there are some personnel issues because of collective bargaining agreements, that's going to present us with some transitions related to personnel. And then we are going to need to have a Memorandum of Agreement back with the County for this first transition period on how to take your animals in, not a Joint Powers Agreement but a Memorandum of Agreement for the first year. And then we also think that there will probably ultimately be some type of Animal Care and Control Advisory Committee that reports to the City Council, similar to our Parks and Rec Board or our Planning and Zoning Commission. I would see it as a special board. It would have citizen representation and then also specialty representation such as a veterinarian and the like. The board serves the City Council, Mr. Thacker and his staff would report to the City Manager, and we have a parallel, and the board would serve as an advisory role not on just shelter operations, but City animal control and care issues and its animal control ordinances so.

Williams: Thank you for the update. Are there any further Board comments? Seeing none.

D. Provide Public sterilizations only to low income residents

DEFERRED TO NEXT MEETING BY CONSENSUS.

E. Juvenile Justice Services Program

Williams: That moves us to item number E which is the Juvenile Justice Services Program.

Thacker: So the, now correct me where I am David, is it the City, I'm sorry, the County or the State juvenile?

Dollahon: I believe you're talking on this one the State ...

Thacker: Yes, okay.
Dollahon: No, no, no. You're talking about at the County detentions facility?

Thacker: Yes.

Dollahon: It's County. Sorry.

Thacker: County. So the County detention youth facility came to me requesting to have two dogs brought into their program, similar to the program that they use in the prison where the inmate trains and houses and works with the animal to give that level of responsibility ...

Williams: Mr. Thacker. I'm going to interrupt you.

Thacker: Yes please.

Williams: Is this through the J. Paul Taylor Academy?

Thacker: Not that I know of.

Williams: This is the Dona Ana County Detention Center?

Thacker: I believe so, the juvenile portion, yes.

Williams: Okay. Please proceed.

Thacker: And so they came to me, this would be similar with that program. They've had animals in there before. It's not a new program. I believe it's called the P.A.W.S. program that works in the prison, was helping them and providing the animal, and they had to back out. And so they, they being the youth services, did come forward and ask us if we could provide that animal. Speaking with them, my biggest hesitation or concern was the continual change of handlers on an animal would be very hard, but they said their minimum sentence is a year.

Williams: Now I'm sure that we're talking about the J. Paul Taylor Academy.

Thacker: Okay.

Williams: Because the J. Paul Taylor is a State-run facility that's post-adjudicated juveniles while the Dona Ana County Detention Center is pre-adjudicated so there is no sentence. So we're definitely talking about a State program, not a County program.

Thacker: Okay. Then that's my fault. I'm sorry.
Smith: And Mr. Chairman. Just to help further clarify things, the J. Paul Taylor
Academy is a charter school so we're talking about the J. Paul Taylor
Detention Center.

Williams: You're quite right.

Smith: Thank you.

Williams: So many things are named after Mr. Taylor, we need to stop ... 

Thacker: Wow.

Smith: I know. We have to stop doing that. Thank you.

Williams: Yes. It's the J. Paul Taylor Correctional Facility.

Thacker: Okay. Thank you very much. And then they, and I apologize for that
confusion. So they did approach us. The MOU that they provided to us
has been sent over to our attorney for review and in the process of
reviewing that. But I wanted to get to the board and let them know of this
program.

Williams: So in the event that the program were to launch it would come back before
this Board as an action item to approve?

Thacker: Yes.

Williams: Okay.

Thacker: Because of the MOU, yes.

Williams: Okay. Thank you very much. Is there any further Board discussion or
comment? Board Member Garrett.

Garrett: I just would say that it sounds like a very good program and as long as it
meets the requirements that you think are important as far as taking care
of the animals I would welcome you bringing it back to us.

Thacker: Okay. And that was a concern, too. They have everything written out as
a policy of care, maintenance, where it stays, sleeps, what happens if it
does bite, I mean all those are, all contingencies are all in writing and
policy so.

Garrett: Great. Thank you very much Mr. Thacker.

Dollahon: Mr. Chairman.
Williams:  Board Member Dollahon.

Dollahon:  Clint may have said this.  Are you talking like two animals?

Thacker:  Two animals max, yes.

Dollahon:  Okay.  And they're thinking six months, a year for the animal or ...

Thacker:  It all depends on when, how long it takes that animal to be trained and
then, so it would be a foster, they'd foster the dog and then they'd bring it
back fully-trained and able to adopt it out.  Or, the big or is, or they would
be able to adopt it out from there.  We would still handle the adoption but
somebody from that facility would adopt the animal.

Dollahon:  Terms of an agreement to be determined, right?

Thacker:  Correct.

Dollahon:  Okay.

Williams:  Thank you Board Member Dollahon.  Thank you Mr. Thacker.

VIII.  Public Input

Williams:  That brings us to item number eight which is public input.  Is there any
public input today?  Mr. Bryce.

Bryce:  Frank Bryce, President, Humane Society of Southern New Mexico.  Just
two quick items.  I haven't seen Animal Haven and Salon Pro folks here,
do want to give them a shout-out or applause, however you want to put it.
They really help our organizations out in the field, the nonprofits.  They
provide a ten-day holding period at no cost.  We haven't had to use them
very often but we did use them just the other day for a dog that was
captured in some marital issues and abandoned.  They were very
generous.  They're very generous with us also.  Anyway I do want to note
that they provide a real asset to our community, Animal Haven and Salon
out on Valley.

Williams:  Thank you very much.

Bryce:  And then the other things is, we've discussed this before and I'd like to at
least get it out on the table ...

Williams:  Mr. Bryce I'm going to have to interrupt you, we've lost our quorum.  Until
he comes back we are at a standstill.
Garrett: Mr. Chair. Do we need a quorum in order to hear public comment? We need a quorum for action.

Williams: We're a public body. I believe that we need a quorum to proceed. And we have our quorum. Mr. Bryce, please proceed.

Bryce: All right. Just real quick, we've talked about this before, on the non-shows and one of the things I would like to suggest, and maybe I can visit with Mr. Thacker about how we can develop a program for organizations like ours. I've got six animals right now I'm trying to get in the shelter. I can't even get a callback and I've had that a lot from other organizations. But if they're having an open space that's determined at 6:30 in the morning on the day of the surgeries, if there's a coordinated minor effort to keep us informed, I can bring six animals out there immediately and fill that void. And I know other organizations'd be willing to do the same thing and it's a very simple project for us on, if we have a schedule of surgery days on the animals that we could have available, we wouldn't feed the night before in protocol with the surgeries itself, and then we could get them out there the next morning on very short notice, and there wouldn't be any vacancies. That would help us and I'd certainly feel like it would help to maximize the effectiveness of the program at the shelter.

Williams: Okay. Thank you Mr. Bryce.

Bryce: Thank you.

Williams: And Mr. Thacker I saw you start scribbling furiously so I know that you have taken note of that. Any further public input? Seeing none.

IX. Chair and Board Comments

Williams: That brings us to Chair and Board comments. Are there any Board comments? Board Member Smith.

Smith: Thank you Mr. Chairman. I just want to welcome everyone to the new year. A lot of good things I think happening already at the Animal Services Center, look forward to more, but I think this is going to be a great year for Las Cruces, great year for Dona Ana County, and a great year for the Animal Services Center of the Mesilla Valley. Thank you Mr. Chairman.

Williams: Board Member Garrett.

Garrett: Ditto. And I think it's a credit to ASCMV and our community advocacy groups that Mr. Thacker, as a brand new person, was identified as a
mover and shaker in the local paper. That's really a recognition, as far as
I'm concerned, of years of hard work, that we're moving in the right
direction. We've got more work to do but we're on the right track. And so
I think that that's a good omen for 2018 being a, really a year when some
major things are going to be accomplished and we'll reach new thresholds
and new milestones. So we just got to keep pushing, got to keep working.
We're on the right track though. Thank you.

Williams: Thank you Board Member Garrett. Board Member Dollahon. No
comment. I'll just follow up on what Board Members Smith and Garrett
said, that the interim, or the preliminary numbers presented by Mr.
Thacker of an 87% live release rate for the last month is phenomenal and
that does put us right on track to where we need to be with the Zero in
Seven initiative. Also, Bernice, just wanted to ask whether we, on behalf
of Board Member Eakman, he had requested a work session related to
licensing. We need to try and get everybody's schedules and get that
scheduled soon because that's an item of interest for him.

X. Adjournment (10:42 AM)

Williams: And with that, unless there is objection, we are adjourned.

BOARD OF DIRECTORS

________________________________
Jess C. Williams, Chairman

________________________________
Kasandra Gandara, Vice Chairperson

________________________________
Jack Eakman, Board Member

________________________________
Billy G. Garrett, Board Member

________________________________
Gregory Z. Smith, Board Member

________________________________
John L. Vasquez, Board Member

ATTEST:
Scott A. Krahling, County Clerk
MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Maria Villa, Accounting Manager
Date: January 11, 2018
Subject: Animal Service Center of the Mesilla Valley Financial Report
Unaudited December 31, 2017

Initials: MW
File #: F-18-007

Attached are the unaudited preliminary financial results of the Animal Service Center operations for the period ending December 31, 2017. Some observations for your consideration:

- The Statement of Net Position (page 1) shows cash of $444,841. Accounts receivable balance is at $67,555.

- The outstanding payroll liabilities is $75,979 for the General Fund. There is an outstanding accounts payable balance of $28,497. The Capital Projects Fund shows cash of $563,354.

- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are $1,139,436. YTD operating expenditures are at $1,197,719, which results in an decrease in Net Fund Balance of $58,283.

- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 3) indicates 50.8% of budgeted revenues and 50.5% of budgeted expenditures have been recognized. The current budget parameter for this month is 50.0%.

Enclosures/Attachments:
cc: Rosie Duran, CGFM Finance Director

Initials: RD
# Animal Service Center of the Mesilla Valley
## Statement of Net Position
### December 31, 2017 (Unaudited)

<table>
<thead>
<tr>
<th>Assets</th>
<th>Fund 7440 General Fund</th>
<th>Fund 7441 Capital Projects</th>
<th>Fund 9440 Capital Assets</th>
<th>Statement of Net Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; investments</td>
<td>$ 444,841</td>
<td>$ 563,354</td>
<td></td>
<td>$ 1,008,195</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>67,555</td>
<td>-</td>
<td></td>
<td>67,555</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>512,396</td>
<td>563,354</td>
<td></td>
<td>1,075,750</td>
</tr>
<tr>
<td><strong>Capital Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment, net of accum depr</td>
<td>-</td>
<td>-</td>
<td></td>
<td>303,637</td>
</tr>
<tr>
<td><strong>Total Capital Assets</strong></td>
<td>-</td>
<td>-</td>
<td></td>
<td>303,637</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$ 512,396</td>
<td>$ 563,354</td>
<td>$ 303,637</td>
<td>$ 1,379,387</td>
</tr>
</tbody>
</table>

| Liabilities                   |                         |                            |                          |                           |
| **Current Liabilities**       |                         |                            |                          |                           |
| Accounts payable              | $ 28,497                | $ -                        | -                        | $ 28,497                  |
| Accrued payroll liabilities   | 75,979                  | -                          | -                        | 75,979                    |
| **Total Current Liabilities** | 104,476                 | -                          | -                        | 104,476                   |

| Fund Balance                  |                         |                            |                          |                           |
| Required reserve              | 197,596                 | -                          | -                        | $ 197,596                 |
| Unassigned                    | 210,324                 | 563,354                    | 303,637                  | 1,077,315                 |
| **Total Fund Balance**        | 407,920                 | 563,354                    | 303,637                  | 1,274,911                 |

| Total Liabilities and Fund Balance | $ 512,396 | $ 563,354 | $ 303,637 | $ 1,379,387 |
Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance  
For the Period Ended December 31, 2017 (Unaudited)  

<table>
<thead>
<tr>
<th></th>
<th>General Fund 7440</th>
<th>Capital Projects 7441</th>
<th>Fixed Assets 9440</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pet licenses CLC</td>
<td>$ 27,785</td>
<td>$</td>
<td>$</td>
<td>$ 27,785</td>
</tr>
<tr>
<td>Pet licenses DAC</td>
<td>8,160</td>
<td></td>
<td></td>
<td>8,160</td>
</tr>
<tr>
<td>Vaccinations</td>
<td>11,395</td>
<td></td>
<td></td>
<td>11,395</td>
</tr>
<tr>
<td>Pet micro-chip</td>
<td>23,812</td>
<td></td>
<td></td>
<td>23,812</td>
</tr>
<tr>
<td>Onsite adoptions</td>
<td>20,934</td>
<td></td>
<td></td>
<td>20,934</td>
</tr>
<tr>
<td>Return to owner-Dona Ana County</td>
<td>5,521</td>
<td></td>
<td></td>
<td>5,521</td>
</tr>
<tr>
<td>Return to owner-City of Las Crucens</td>
<td>11,914</td>
<td></td>
<td></td>
<td>11,914</td>
</tr>
<tr>
<td>Spay/neuter</td>
<td>25,757</td>
<td></td>
<td></td>
<td>25,757</td>
</tr>
<tr>
<td>Dona Ana County</td>
<td>454,173</td>
<td></td>
<td></td>
<td>454,173</td>
</tr>
<tr>
<td>City of Las Cruces</td>
<td>518,118</td>
<td></td>
<td></td>
<td>518,118</td>
</tr>
<tr>
<td>City of Anthony</td>
<td>2,835</td>
<td></td>
<td></td>
<td>2,835</td>
</tr>
<tr>
<td>Donations &amp; memorials</td>
<td>7,433</td>
<td>50,574</td>
<td></td>
<td>58,007</td>
</tr>
<tr>
<td>City of Sunland Park</td>
<td>600</td>
<td></td>
<td></td>
<td>600</td>
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<tr>
<td>Village of Hatch</td>
<td>175</td>
<td></td>
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<td>175</td>
</tr>
<tr>
<td>Other revenue</td>
<td>9,405</td>
<td>20,305</td>
<td></td>
<td>29,710</td>
</tr>
<tr>
<td>Investment income</td>
<td>11,419</td>
<td></td>
<td></td>
<td>11,419</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>1,139,436</td>
<td>70,879</td>
<td></td>
<td>1,210,315</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>673,850</td>
<td></td>
<td></td>
<td>673,850</td>
</tr>
<tr>
<td>Temp Agency Services</td>
<td>73,883</td>
<td></td>
<td></td>
<td>73,883</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>25,234</td>
<td></td>
<td></td>
<td>25,234</td>
</tr>
<tr>
<td>Services</td>
<td>233,745</td>
<td></td>
<td></td>
<td>233,745</td>
</tr>
<tr>
<td>Supplies</td>
<td>127,979</td>
<td></td>
<td></td>
<td>127,979</td>
</tr>
<tr>
<td>Insurance</td>
<td>37,118</td>
<td></td>
<td></td>
<td>37,118</td>
</tr>
<tr>
<td>Other</td>
<td>25,909</td>
<td></td>
<td></td>
<td>25,909</td>
</tr>
<tr>
<td>Depreciation &amp; amortization</td>
<td>-</td>
<td></td>
<td></td>
<td>18,823</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>-</td>
<td>1,129</td>
<td></td>
<td>1,129</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td>1,197,719</td>
<td>1,129</td>
<td>18,823</td>
<td>1,217,671</td>
</tr>
<tr>
<td><strong>Net Operating Income (Loss)</strong></td>
<td>(58,283)</td>
<td>69,750</td>
<td>(18,823)</td>
<td>(7,356)</td>
</tr>
<tr>
<td>Transfers</td>
<td>(355,000)</td>
<td>355,000</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Change in Fund Balance</strong></td>
<td>(413,283)</td>
<td>424,750</td>
<td>(18,823)</td>
<td>(7,356)</td>
</tr>
<tr>
<td><strong>Net Investment in Capital Assets</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>821,201</td>
<td>138,605</td>
<td>303,637</td>
<td>1,263,443</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$ 407,918</td>
<td>$ 563,355</td>
<td>$ 284,814</td>
<td>$ 1,256,087</td>
</tr>
</tbody>
</table>
Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance - Budget and Actual  
For the Period Ended December 31, 2017 - Fund 7440 (Unaudited)

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Budget</th>
<th>Actual</th>
<th>Actual/Bgt %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pet licenses CLC</td>
<td>$50,000</td>
<td>27,785</td>
<td>55.6%</td>
</tr>
<tr>
<td>Pet licenses DAC</td>
<td>25,000</td>
<td>8,160</td>
<td>32.6%</td>
</tr>
<tr>
<td>Vaccinations</td>
<td>29,000</td>
<td>11,395</td>
<td>39.3%</td>
</tr>
<tr>
<td>Pet micro-chip</td>
<td>50,000</td>
<td>23,812</td>
<td>47.6%</td>
</tr>
<tr>
<td>Onsite adoptions</td>
<td>65,000</td>
<td>20,934</td>
<td>32.2%</td>
</tr>
<tr>
<td>Return to owner-Dona Ana County</td>
<td>13,000</td>
<td>5,521</td>
<td>42.5%</td>
</tr>
<tr>
<td>Return to owner-City of Las Cruces</td>
<td>30,000</td>
<td>11,914</td>
<td>39.7%</td>
</tr>
<tr>
<td>Spay/neuter</td>
<td>72,000</td>
<td>25,757</td>
<td>35.8%</td>
</tr>
<tr>
<td>Dona Ana County</td>
<td>901,787</td>
<td>454,173</td>
<td>50.4%</td>
</tr>
<tr>
<td>City of Las Cruces</td>
<td>901,787</td>
<td>518,118</td>
<td>57.5%</td>
</tr>
<tr>
<td>City of Anthony</td>
<td>27,000</td>
<td>2,835</td>
<td>10.5%</td>
</tr>
<tr>
<td>Donations &amp; memorials</td>
<td>27,000</td>
<td>7,433</td>
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Net income (loss)  
(127,900)  
(58,283)  

Transfer to capital from operations   
355,000  
355,000  

Net change in fund balance  
$ (482,900)  
(413,283)  

Beginning Fund Balance  
821,201  

Ending Fund Balance  
$ 407,918
Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date- December 2017
Revenues not including CLC or DAC Contributions

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Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date
December 2017-Expenditures

Budget Parameter = 50.0%

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- Annual Budget
- YTD Actual
# Animal Services Center of the Mesilla Valley

## Monthly Statistics Report - December 2017

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<th>Dogs</th>
<th>Cats</th>
<th>Rabbits</th>
<th>Reptiles</th>
<th>Pocket Pets</th>
<th>Avian E</th>
<th>Avian L, W</th>
<th>Livestock (horse, goat, sheep, pig, donkey)</th>
<th>Wildlife (skunk, bat, coyote, fox, raccoon)</th>
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<td>Rabbits</td>
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Total: 162 Adoptions, 38 Expired in Shelter, 110 Return to Owner, 379 Transferred Out (Rescues), 42 Owner Request Euthanasia.
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<th>Reptiles</th>
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| Public Services | 65 | 29 | 94 |
| City Clinic (includes outside surgeries, vaccinations, and microchips)  | 49 | 28 | 77 |
| County Clinic (includes outside surgeries, vaccinations, and microchips)   | 3  | 0  | 3  |
| Jurisdiction Unknown | 117 | 57 | 174 |
| Subtotal Clinic In | 95 | 52 | 147 |
| Clinic Out (includes outside surgeries, vaccinations, and microchips) | 486 | 271 | 2 | 767 |
| Grand Total | 591 | 296 | 2 | 899 |

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<th>Live Release Rate</th>
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* The discrepancy between intake and outcome numbers is due to the number of animals taken in on the final three to five days of the month whose outcome is listed on the following month’s report. (Animals are held as Strays three days without tags and five days with identification for owner reclaim). It is doubtful that the two numbers will ever