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, March 14th, 2019 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 February 14th, 2019.

V. Reports/Presentations
   a. City and County ACO Reports – City Animal Control and County Animal Control
   b. Shelter Statistics/Activities – Clint Thacker
   c. Committee Reports
      1. Finance – David Dollahon, Committee Chair
      2. Executive – Lynn Ellins, Committee Chair
      3. Facilities – Greg Smith, Committee Chair
   d. Zero In 7 Update

VI. Action Items
   a. Committee Member Appointments
   b. Resolution 2019-02: Adjust the Adopted FY19 Budget
   c. Resolution 2019-03: Procurement Adjustment for Henry Schein
   d. Resolution 2019-04: ASCMV Executive Director Clint Thacker Contract Amendment

VII. Public Input

VIII. Chair and Board Comments

IX. Adjournment

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ANIMAL SERVICE CENTER OF MESILLA VALLEY

February 14, 2019 at 9:00 a.m.

BOARD MEMBERS PRESENT:
Kasandra Gandara - Chair
Jack Eakman - Board Member
Lynn Ellins - Board Member (departed 12:05)
Ramon S. Gonzales, Board Member
Fernando R. Macias - Board Member (departed 11:39)
Gregory Z. Smith - Board Member
David Dollahon - Ex-Officio Member

I. Call to Order & Pledge of Allegiance (9:00 PM)

Gandara: Good morning everybody and welcome to February’s Animal Services Center of the Mesilla Valley Board of Director’s meeting. Happy Valentine’s Day to all. I’d like to call this meeting to order and if you would all stand for the pledge.

ALL STAND FOR PLEDGE OF ALLEGIANCE.

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

Gandara: Becky will you please call the roll.
Baum: Board Member Dollahon.
Dollahon: Here.
Baum: Board Member Gonzales.
Gonzales: Present.
Baum: Board Member Macias.
Macias: Present.
Baum: Board Member Eakman.
Eakman: Here.
Baum: Board Member Ellins.
Ellins: Yes.
Baum: Board Member Smith.

Smith: Here.

Baum: Chairperson Gandara.

Gandara: Here. Thank you Becky.

III. Changes to Agenda and Approval of Agenda

Gandara: Is there any changes to the agenda? Okay, can I get an approval for the agenda please?

Gonzales: So moved.

Eakman: Second.

Gandara: Okay. Becky?

Baum: Board Member Gonzales. We can only have three mics on at a time. So if your mic is on, you need to shut it off so that Mr. Gonzales.

Gonzales: Yes.

Baum: Thank you. Board Member Macias.

Macias: Yes.

Baum: Board Member Eakman.

Eakman: Yes.

Baum: Board Member Ellins.

Ellins: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Chairperson Gandara.

Gandara: Yes. Okay so that's approval of the agenda.

IV. Minutes
A. Approval of the Minutes from the regular ASCMV Board Meeting held January 10 2019

Gandara: Next is the minutes. Everybody should have a copy of the minutes. It was sent out. Any changes to those minutes? Seeing none. So I need a motion to approve the minutes.

Eakman: I would make that motion.

Gandara: Thank you Board Member Eakman.

Gonzales: Second.

Gandara: Thank you second Board Member Gonzales. Becky.

Baum: Board Member Gonzales.

Gonzales: Yes.

Baum: Board Member Macias.

Macias: Yes.

Baum: Board Member Eakman.

Eakman: Yes.

Baum: Board Member Ellins.

Ellins: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Chairperson Gandara.

Gandara: I'd like to abstain, Becky. I wasn't at the meeting.

V. Reports/Presentations

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

Gandara: Okay. So next moving right along is reports and presentation and before I get started, I'd like to welcome, I wasn't here last meeting, so welcome
Board Members Macias and Ellins to our Animal Services Center Board. I look forward to working with you. So thank you for being here. Okay, so on to reports and presentations. City and County ACO Reports. I see them both here. Okay, good morning.

Ward: Good morning Chair, Board. Let me see if I can get this up real quick. Okay. So I’m Mary Lou Ward. I’m the Supervisor for Dona Ana County Animal Control and Codes Enforcement and I will report our January report for 2019. And in this report, we’ll just start by the number of animals that we picked up for January. That was 193 animals. We had 12 owner-release dogs, two owner-release cats, 91 of those were stray dogs, and 53 stray cats. We had care and welfare animals that were picked up were three, injured animals eight, and rabies quarantined animals were six. We also had one livestock picked up, one snake, and about 16 dead animals.

Going into our return to owners for January. We returned 100 animals back to their owners in the field for the month of January. We had scanned 202 microchips. The types of animals that weren’t scanned were snakes, livestock, vicious animals, and some dead animals. We had some microchips that were found were 39, identifications that were traced were 21, and visible ID tags were seven.

And just to give you an overview of the types of calls, we did 882 calls for service for just animal control for the month of January. Thirty-one of those we responded to injured animal calls, a cruelty call, 56 vicious animal calls, 27 bite calls. And I broke these bite calls down because Commissioner Gonzales wanted a little bit more clarification on that. So 18 were bites to other animals, nine were bites to a person, and five were current on their rabies vaccination. And just Mr. Gonzales, to go back, cause you had requested that information. I went back November and December. And in November I reported 20; we had 11 animal attacks; nine of those were actually bites to a person and out of those we had one current on the rabies in November. And in December, again we had 20 reported, 18 were animal attacks, animal bites to other animals, 12 were actually bites to a person, and we had zero of those current on the rabies vaccination.

So going to the other side of this slide, we also educated and/or got compliance on 95 licensing microchips, 54 permits, we enforced 96 rabies vaccinations and 60 care and maintenance ordinance violations.

Eakman: Madam Chair.

Gandara: Yes, Board Member Eakman.

Eakman: May I ask a question at this point?

Gandara: You may.
Eakman: I was wondering on the zero rabies vaccinations found, were we able to identify the animal or the animal's owner on those?

Ward: Yes. Yes we were. Actually, not on all of them. I can look right now, I have that with me. On the zero that was found, we identified one owner.

Eakman: Out of how many?

Ward: Twelve.

Eakman: One owner out of 12 was identifiable.

Ward: Yes. The rest were strays.

Eakman: That is a health problem.

Ward: Yes, I agree.

Eakman: Thank you.

Ward: You're welcome. That's all I have unless there are any other questions for me.

Gandara: Thank you Mary Lou. Yes Board Member Gonzales.

Gonzales: Mary Lou, in regard to the 100 return to owners, were they, back to the owner, were they microchipped or licensing around their collar or what?

Ward: Those would have been like return to owner by various reasons. It could have been microchipped and we could have scanned that owner and found that information and returned it to them. It could have had an identification that we found that we found out where they belong. Some type of identifier where we could return it. Sometimes we follow them back home and then we confirm that that's where they live too and make sure that's where they are.

Gonzales: Great job in regard to that, trying to find the information on that. That's great work. Good job.

Ward: Thank you. Appreciate it. Any other questions?

Gandara: Any other questions? I see none. Thank you Mary Lou.

Ward: Thank you.

Gandara: Gino? You're up. Good morning.
Jimenez: Good morning. How are you Madam Chair?

Gandara: Good. How are you?

Jimenez: Doing good, thank you. Good morning Madam Chair, Members of the Board. My name is Gino Jimenez. I am the supervisor for Las Cruces Animal Control. I'll present you my numbers for January 2018. We responded to 578 reported strays; of those, 276 were GOA meaning the officer didn't have contact with that animal; 302 were apprehended; of those, 343 were taken to the shelter; 142 were dogs, 110 were cats. We were successful in returning 58 back to their owners out in the field and we were unsuccessful of returning 55. Those were pets that had identification but for some reason we weren't able to find the owner, the owner was unwilling to keep it, whatever reason. So for a total of 113 identifiable animals, animals that had some sort of ID of where they live.

Eakman: Madam Chair. May I ask a question?

Gandara: You may, Board Member Eakman.

Eakman: On the 343 strays, is there a typo on the dogs and cats?

Jimenez: Yes sir, I believe so. Now that I just looked at that my numbers aren't correct. But I will update it for the next meeting. I just looked at that right now.

Eakman: Thank you so much.

Jimenez: It should say 243.

Eakman: Thank you so much.

Jimenez: Sorry about that. Thank you for catching that though.

Gandara: Very good Board Member Eakman.

Eakman: I'm alert this morning.

Jimenez: Here is our three-year comparison for strays. Again, we're pretty consistent. A little higher than last year and the year before, but still staying within that trend. Here is our four year, should say three year, field RTO comparison. This January was a good month for us. I can't tell you why. January typically is our cold month and our numbers are typically low. For some reason this month was awesome for us. And I will stand for any questions.

Jimenez: Thank you.

B. ASCMV 2018 Annual Report

Gandara: Okay, next on the agenda is our ASCMV 2018 Annual Report. Mr. Clint Thacker. And I see Bernice walking quickly to give us our reports. Thank you Bernice. Good morning.

Thacker: Good morning Madam Chair and Board Directors. First of all I want to wish you all a Happy Valentine’s Day to all your loved ones there and mine as well. Before we begin the annual report, I’d like to invite Michael Kinney up as a project manager to give us an update on the building of the remodel and to update us on that, how that process is. I turn the time over to Mike Kinney.

Gandara: Perfect, thank you. Good morning Mr. Kinney. Welcome.

Kinney: Good morning. My name is Michael Kinney. I’m with the Public Works Department, Contracts Administration. I’m Project Manager for the current construction project at the Animal Services Center. And give you a brief update, right now the project status, we’re about 70% complete. The remaining 30% will go a lot slower and I'll get to that in a moment. Currently we are within the budget as far as money-wise, as far as what was budgeted through the CIP. The most probable completion date now is the end of the first week of April. And I'll cover that here in a moment as to why.

In the photograph you'll notice there's been a lot of activity. The roof is basically completed. They're putting on the, they put on the eaves and then what's called the fascia. And the exterior insulation system has been completed and they'll be starting finishing the work on the concrete sidewalks. There on the left hand photograph you'll see there’s still some dirt area in front of the building. That will be finished here in the coming couple of weeks. That was an issue that arose and has been resolved. So the contractor will be moving forward on that.

Then on the interior there’s been a lot of activity. It's starting to look like a new office to building. The painting has been completed in the new lobby addition and the light fixtures are being installed. And of course doors and windows have also been installed.

Then one of the issues that also has affected the completion date or extended the completion date is on the interior of the building in the existing concrete floors. This is a picture of what will be the cat room. I'm not sure what the old room was called. The adoption room. The plans called for concrete sealer only on the floor. No floor covering. It would have been a clear coat covering. That was a major where they, apparently from the original bid and stuff there was a floor covering that was supposed to be on
there and because of cost concerns it was taken out. So after; this photograph here shows the floor after all of the existing flooring, it was vinyl sheet flooring, was pulled up and there was a lot of dissimilarities in the floor you could see and also the mastic. The glue that was used to glue that down was determined that it was not compatible with a concrete sealer and if we continued with that in that room with just using a concrete sealer, also in the administrative wing which is right now where the staff is, it would've looked terrible afterwards. You have this nice new addition. As far as the new concrete floors in the new lobby and that would've looked nice. But in the existing offices on the old concrete floor it just would've looked terrible. So and plus the concrete sealer was not, it was like I said, it was not compatible with the floor that already had a glue on it. There would've been warranty issues and a bonding…

There would've been

Gandara: There you go.

Kinney: A bonding issues between the concrete floor and actual sealer. So what we finally worked out is what we'd do is we'd go with a commercial grade floor system. It's called, what they call a "flake floor" system. It's like an epoxy floor system but it's commercial grade. It's a very durable floor system. It is affordable from the standpoint of square foot cost. It comes with a 15-year warranty as versus what we would've had a one-year warranty, if we could get a warranty, for the concrete sealer. There's a two-week lead-time from the time that the materials were ordered, and the materials were ordered. We finally made arrangements and agreed upon things and that was, it was ordered in the last couple of days, maybe as late as yesterday. So it's about a two-week turnaround time before the materials come in. And these, the flake floor system will be in the new lobby, in the conference room, the hallway, in the new entranceway, the cat room and also in the offices that are going to be remodeled.

So it's a very, they use it in areas where they have cars, it's resistant to stains. But the flooring installed right now after the materials are delivered is scheduled for the first week of March. So we're probably looking about mid-March before staff will be able to move in to the new area and at this point we're probably looking at the substantial completion date sometime around the first week of April.

Thacker: And, Board I just want to jump in here real quick. Mike went as far as to talk to the individual who installs it and gave them the specs of our cleaning agents that we use and they said that it'll have no adverse effects on the floors. We also got positive reviews on the mopping techniques that we use and the supplies that we use, degreaser that we use, the chemical for cleaning and everything is going to be ok on these floors. So I feel positive about it. I'm very positive about the 15-year warranty of delamination. That was my biggest worry as we have places currently in the center that have
that issue of the floors that were poured on have come up off the cement because the cement and the water leeching underneath. I do not know how old those floors are, but 15 years we feel very confident that we’ll have that warranty in place. So, it has my approval on it as well.

Eakman: Madam Chair?

Gandara: Thank you Clint. Yes, Board Member Eakman.

Eakman: Regarding the flooring, will it have a closed or a coved baseboard or will it have a vinyl baseboard or no baseboard?

Thacker: In the animal areas, it's going to have a cove up on the baseboard. But in the administrative areas it will not.

Eakman: Will that be vinyl baseboard then?

Thacker: Yes, it will.

Eakman: Thank you.

Kinney: Finally, look ahead up for the next couple weeks. Course they'll finish the exterior sidewalks. They'll be starting work on landscaping. They'll finish the painting and install the suspended ceilings, so it'll be a lot of work. And they'll finish the windows installs. Install what's called the millwork, which is the countertops and cabinetry and of course the new flake floor system. So they will get a new entrance lobby, conference room, cat room ready, that's the goal for after the floor finish goes in so staff can move into the new area and then the contractor can move into the current administration area and start their demo and remodeling efforts there. Are there any questions?

Gandara: Thank you Mr. Kinney. Any questions? Seeing none. Appreciate the work that you're doing and thank you.

Kinney: Thank you.

Thacker: So that brings us to me. I guess I apologize for that sometimes. So, before I have, before you we have to review the Animal Services Center of Mesilla Valley 2018 Annual Report. I would like, this is going to be available, it is available or will be, I'm sorry, on our website under annual reports. It is also going to be available in hard copy for our office for a limited time and then you all have paper copies as well. Bernice are those available for individuals in the audience too? Okay, so we have some copies available for the audience members as well. So because of that I plan on going through this a little bit quicker than usual.
So the mission of the Animal Services Center of Mesilla Valley is to provide safe shelter for all lost, mistreated, and abandoned animals of the Mesilla Valley and surrounding communities. Some of our intake statistics.

Before I begin, I am sorry, but on the actual packet that we have available online and given out is a letter that I wrote that talks about this report. Talks about the numbers and our commitment and how we understand that every one of these numbers that we’re talking about today is the life of a dog or a cat or other animal. And we don’t want to lightly go over these and say that it’s, and skip over the fact that these are lives being represented here. We understand that every single day that we go to work, we know that each dog that goes home or rescued or is taken by its owner or brought in from Animal Control, etc., etc. they are lives. So we don’t want to misrepresent that at all.

So the total intake for 2018 for the city was 5,361; 973 surrenders, 73 returned adoptions, 92 seize from owners, 76 wildlife, 991 unrestrained public, and then 3,156 unrestrained from Animal Control Officers were brought in. For the sake of time, I’m just going to give a total.

Ellins: Madam Chair?

Gandara: Yes, Board Member Ellins. Of course.

Ellins: Being a newbie, I don’t know the terminology. What does unrestrained from the public and from ACO mean?

Thacker: Okay, thank you. Unrestrained means that somebody found a stray on the street and the public found it and they’re bringing it to the shelter. And then unrestrained from ACO is unrestrained from Animal Control Officers. So they were called out or they observed it loose and Animal Control brought it in. That’s the difference.

Ellins: And what were some of the reasons that you might seize an animal from an owner?

Thacker: That would be, I could answer from my experience but we could have an Animal Control Officer supervisor come up and answer that. Whichever you suggest.

Gandara: Thank you. Hi Mary Lou once again.

Ward: Thank you. Just to clarify, a couple things, if an Animal Control Officer responds to someone’s property for various reasons and that animal might be in that owner’s custody, there are different reasons why they might pick it up. One, if the animal, if there’s cruelty out there and they have to remove that animal for the protection of the animal. They would remove it often times that is removed with a warrant allowing them to do so. Other times is
maybe the animal has been abandoned at their property and maybe we knew who the owner was but now they're not coming around. We leave notices, things like that. If the animal's not being cared for, fed, watered, that type of thing. For its own protection it might be moved from that. So those are just a couple examples of why the animal would be removed.

Thacker: And for the sake of time, if it's ok with you Madam Chair, I was just going to give the total of what the report is and then the breakdowns can be seen. Would that be okay?

Gandara: I think that would be okay. Thank you.

Thacker: So total intake from the county, 5,240. For jurisdictional breakdown, we had 50.45% of our entire intake came from the City of Las Cruces and 44.54% came from Doña Ana. And then Anthony was our next largest at 4.29% with the smaller from Sunland Park and unknown. Side note on unknown jurisdiction, that is generally animals that are dropped off at the center while nobody was there. and you're going to see another slide that is in your packet that that number is, I believe is 25, which kind of a high number. I thought, "holy cow, Why is that so high" of animals being dropped off? But remember there are generally litters of puppies and kittens that are just left on our doorstep. We've had them left at our front door. We've had them left at our gate. We've had them left just in the road in front of the center. So, it's a terrible thing. It does happen. But, that's why that number's a little bit higher is because usually litters of puppies and kittens. So our total combined intake is 10,626. Coming from those, our largest is unrestrained from Animal Control Officers: 6,484. Which I mean, it makes sense because that's their jobs is to respond to those calls and bring those animals in.

Continuing methods of intake, and this is a year graph. So you can see in the year breakdown's, the larger number is 2018 and the smaller number is the 2017. So easy comparison. Our monthly intake for 2018, looks like July was our highest month with 1,059 animals came in that month. And the next, which is kind of different and odd for us is October, which is 1,055. We're currently looking at it seeing why that was spike at that time. Our species intake, again dogs continues to be our number one intake at 58.3% of our total intake. Cats came in at 39.7% of our total intake. Now some of our outcome statistics.

Eakman: Madam Chair?

Gandara: Board Member Eakman.

Eakman: I wonder if Mr. Thacker would remind us what a manageable intake number per month might be.
Gandara: Okay.

Thacker: Zero.

Eakman: Other than zero.

Thacker: Okay. So other than zero, honestly I’d have to get back to you on what that number would be. Because it all depends on what it is. If it's, it would be a mix, because if it's a bunch of kittens that would involve fosterers that would have to be contacted and we would have to get those individuals in. If it's large breed dogs, mostly large breeds, then those are ones we have a hard time adopting out and moving in rescues. If it’s a bunch of small breed dogs, that would be no problem because we have rescues that would come in and get them right after their availability time. So it's a hard question to give a number to, but it would definitely be a mix and it would be in the low hundreds would be ideal. So we're definitely not there yet is what I can tell you.

Gandara: Board Member Eakman. Satisfied?

Eakman: Yes, I guess. Probably a range with an asterisks would be something we could work toward. Thank you.

Thacker: Okay.

Gandara: Board Member Smith.

Smith: Thank you Madam Chair. And thank you Mr. Thacker. I think also what might be helpful, especially since we have new members, is a little comparison as far as our intake numbers compared to similar communities. We tend to run high and we tend to be higher than other communities in our part of the world and higher than other communities our size. So I don't mean to put you on the spot since we didn't anticipate this, but I think that if you have readily available some comparative numbers, that might help some of the new Board Members and just in general sort of pertaining to Councilor Eakman's question. Because we're dealing with excessive numbers just coming in, for the size of facility we are and for the size of community we are. So, as I said, if you've got anything readily available, that would be helpful. But otherwise just to generally note that we tend to run high on our intake.

Thacker: And you’re exactly right. We do run high. There, visitors to the shelter, or to the center that come from other areas are just flabbergasted by the amount of animals we have inside of our center. I do not have the numbers, but I can get them by the end of the week and I'll e-mail them to the board.
A comparison of what similar to our size and population of what other intakes are for that.

Gandara: Clint, and if I may, I believe that it really depends on what's happening in the center and there's a lot of variables that are, that get factored in. Like number of workers, how many vacancies, how many people are off for that day for various reasons, just how much room we have as well. And the other thing, since Board Member Smith brought this up, I've asked Clint to develop sort of an introductory manual, if you will, for us. Especially the new ones. Which would consist of things like frequently used words, or abbreviations, acronyms, your report here, things that will, the bylaws, things that will help all of us but especially the new Board Members and I'm hoping that we're getting close to doing that soon.

Thacker: It was handed out last, in the last Board meeting.

Gandara: Good, perfect. Okay, see what happens when you miss a meeting? You're behind the eight ball. Thank you very much.

Thacker: I did hand it out to the new Board Members. I can hand that, I have copies, digital copies I'd be more than happy to hand out to all the board members.

Gandara: Sounds good. And probably would be helpful, Clint. Yes, thank you.

Thacker: Okay, we'll get that to you.

Gandara: Okay.

Thacker: Okay, so some of our outcomes that happened, we had euthanized, and I'm going to go through these individually and give just a small meaning of what the words are; definitions. So euthanized are animals that are euthanized at the center, that was 2,049. That was 19.3% of our entire outcome. The adopted, which animals that were adopted from our center into homes here in the region, that was 2,085. That was 19.5%. While we're going through this, let me back up. 19.3% is a very high number and by no means are we happy about that. However, that is the first time in our history that that number has dropped below 20%. So we are ecstatic as that continues to drop. Adopted 2,085. That is the highest number since 2014 of the number of adoptions that we've had. Rescued or transfer to rescues. Rescues are set up in areas or by individuals and they can take animals for a lot longer and hold animals for a lot longer than we can. Some of them are specialized rescues, like Golden Retriever Rescue would focus generally on Golden Retrievers. Some rescues are set up where they can accept all types of animals. Some take puppies, some take kittens, so there's just a rescue community out there that takes animals. I'm happy to report that 33.2% of our outcome went to rescues. And that's the highest number it's ever been,
3,557. 12.6% were return to owner. Which means and/or owners that came to the Center found their animal there and was returned to them. 6.1% arrived deceased. And that is either by individuals bringing animals that were hit by cars or other than their own animals brought into the center deceased and also by Animal Control. Expired in the shelter, 3.3% are animals that did pass away in the shelter. That could be upon arriving at the Center, that could be overnight, that could be due to illness. That's a wide range definition there.

Wildlife release was 0.6%. Generally we release skunks is the big one into other areas other than where they came from. River bottom areas that are, that have the skunk population there. And then 0.6% are stolen or missing. Believe it or not, we do have animals that go missing. Whether they, during cleaning they run out. We currently have a black cat that we are trying to catch that has made home in our ceiling of our laundry room area. So traps are being set every single night and we're going to get him. But it's just a matter of time. It's really hard right now with the construction because there are so many open ceiling areas of that. That's the breakdown of our outcome.

So comparisons, again 2,085 in 2018 is the highest number since 2014 when it was 2,178. Canine versus feline again, 1,402 dogs and 637 cats with 46 other. Again the rescue number 3,557. That topped our 2017 number of 3,010 so we're very excited. These new partnerships that we're forming. I'd like to give a huge shout out to two of our employees. Elizabeth Sealey and also Donny King, thank you. And Donny King, both of them worked very hard in getting a rescue together to the Silicon Valley Humane Society in California. We sent 79 cats just yesterday. I know because I woke up at 3:30 in the morning and was there at the center helping all these volunteers and some staff to box up and kennel up these cats. Got them to the airport where Donny and Elizabeth took them to the airport and some other volunteers. And Wings of Rescue is going to be in the next three days. Yesterday, today, and tomorrow are going to be taking over 900 animals across the United States. So we're very happy for them. Very grateful for them reaching out to us. We were in a partnership with El Paso Animal Services and we're able to get those. They brought dogs and cats and we focused mostly on our cats. This is original one for us because we actually did not have the number of cats to satisfy the number in the center. So we reached out to the rescues and we said "do you have any animals that you want to send?" Let's get animals out and that will free them up to take more animals from us and also continues to form that relationship that we've tried so hard to get back. So we're excited for that. With this number we would like to continue to grow and hopefully next year we'll have to get a longer graph cause it's going to go over 4,000. So we're excited for that.

Our live release rate, this is a release or a percentage of the number of animals that left your facility alive; is a live release rate. So you can see in the 12 months, our highest was in January of 90.4%. Our lowest looks like it was in August a 61.4%. And then December.
Smith: Madam Chair.

Gandara: Yes Board Member Smith.

Smith: If I may, thank you. I don't want Mr. Thacker to short change himself. The actually, the highest was in April at 91.2%.

Thacker: Thank you very much. It's probably because it was my birthday month.

Gandara: We're with it here today. See that?

Thacker: So 91.2% was our highest. And actually a 90% in the industry is the standard that everybody strives to and that is considered a no-kill number is 90%. When 90% of your animals are leaving your shelter, then that is a no-kill status. I know it's confusing because no-kill you think of no animals are being killed, however that is an impossible obtainment because we're always going to have the ones that are better off to be euthanized in a humane manner of sick and injured or aggression. So we've come very close to that number and achieved that number twice in 2018. So the overall percentage of our live release rate, and you see how it's factored in there, is 77.5% for 2018. And that's the highest that we've ever had for a year percentage.

Broken down by cats and dogs, in 2018 it's 80% for dogs, 73.6% for cats. And that is higher than in 2017 just by a smidge on the dogs, 79.7% in 2017 and we were at 80%. Cats climbed up to 73.6%. Overall, in 2017 our live release rate was 74% of our animals left alive and in 2018 it climbed to 77.5%.

Here is a euthanasia breakdown. I support transparency to the best of our abilities. So we have in our report, we broke down better of why we do euthanasia. So our highest reasons were respiratory signs. And TX means treatment or treatment was given. So they were given the treatment, they didn't respond to treatment, so 247 were euthanized for that. Medical general is a general term. We didn't change our definitions until the middle of the year, so some of these are going to be stuck in medical general. Respiratory signs non-treated, in other words they weren't treated. They were so bad that it was 211. Aggressive dogs, 194 and so on. So we continue to break these down further with these new euthanasia breakdowns. We report these numbers every single month, or every single day on Facebook so people can see the reasons for euthanasia.

Another thing we've added in our Facebook posts is the shelter population. And I think that's opened a lot of eyes as well. So in comparison.

Ellins: Madam Chair?
Gandara: Board Member Ellins.

Ellins: Can you go back to the previous slide? What does high arousal level mean?

Thacker: That means that the animal is in a state of just arousal. Arousal is high. They're hyperactive. They can't be calmed down in that area of the shelter at that time. We currently don't, I mean that's a pretty lousy reason to give honestly for euthanasia, but we do not have the resources currently to have those training opportunities to deal with the high arousal level.

Ellins: And resource guarding.

Thacker: That is individuals or dogs that have issues sharing, pretty much. So if they have something in the kennel, if they have a dog toy, things like that they'll attack the other animal.

Ellins: Okay. Thank you.

Thacker: So again 2018 our lowest time ever 2,049 animals euthanized. And as you can see, we've come a long way from 2008 euthanizing 10,386 animals. That is almost our entire intake for 2018 was 10,500 or something. Just to put in perspective a little bit, the number of animals that were euthanized.

Ellins: Madam Chair?

Gandara: Yes Board Member Ellins.

Ellins: What is driving those numbers down?

Thacker: Well continue to work efforts, if you remember the rescue efforts that we're doing. There was just in the hundreds in 2008 of animals going out to rescues and now we did over 3,500 animals went out to rescue. Also, innovative programs, working you know rough to ready, keeping animals out of the shelter that are already adopted, just a multitude of resources that we do have and we're developing to keep these animals from being euthanized. And will continue to be developed.

Ellins: And how large a role does adoptions play in reducing these numbers?

Thacker: Well, we did over 2,000 and that climbed as well. That's the highest it's been. So I would say it contributes, not a major part. We're not going to adopt ourselves out of the overpopulation in the shelter. But it does give us some relief for that.

Gandara: Board Member Smith.
Smith: Thank you Madam Chair. I think also should be noted that the spay and neuter efforts have been ongoing through all of those years. And that that has also been a contributing factor and certainly we’ve been trying to educate the public about responsible ownership and those sorts of things. So there are a number of different parts, Board Member Ellins, that have contributed, I think. But I appreciate Mr. Thacker’s efforts and certainly I think the adoption piece as you mentioned is a huge part of that. Thank you. Thank you Madam Chair.

Gandara: You’re welcome. Board Member Eakman. I’m on it now.

Eakman: Thank you Madam Chair. The one item that I think was previously noted, but I want to emphasize, is that we’re losing ground on intake. We had the lowest year in 2015. And since 2015, intake continues to rise and that is a community problem, not a shelter problem. And what really I think is causing, is exasperating that, is the amount of intact animals that are being, that are a part of intake. In talking with Mr. Thacker, we just don’t have a program in place reducing that number of animals that are intact and causing trouble in the community with no identification and biting and things of that nature. We just don’t seem to be programed as a community to lower to the extent possible the number of intact animals that are on the loose and then going into the shelter. Thank you.

Gandara: Thank you Board Member Eakman. Board Member Macias.

Macias: May I just take the opportunity to make a comment that internally to the County that we are looking to develop the kind of program that has just been mentioned. Our goal, I think we are contributing about 4,500 animals a year. The goal is maybe within the next three to four years to reduce that number to 2,000. We’re beginning the effort. We’re beginning the effort in Doña Ana because of all of the communities within the unincorporated areas of the County that is contributing the largest number or where the largest number of animals are being taken into custody is in the Doña Ana community just north of the city. So part in fact, if it’s not, I believe it’s next week, next Wednesday, our animal control operation is going to be going into the community to kind of educate the community to start developing a proto-type, and we’ve had this discussion with Mr. Thacker, in terms of a more aggressive spay and neuter effort on the part of the County administration. So I want you to know, I want everybody on the Board to know that the recognition of what Councilor Eakman is talking about, the numbers, perhaps the digression in the number of animals that are coming into the shelter, the County shares that strong concern and is going to make, we’re going to try it as a pilot project, to see what strategies are the most effective in reducing the number of animals.

I also do want to take advantage, although it isn’t right here, it was raised earlier, and I was just going to save my comments to the end. But
the return back into the community of animals, there’s pros to it but there are also some cons that are concerning to the County. Because some of the animals that are being reported and taken in to be either spay or neutered, chipped, given its rabies shots, and then returned to the community are not animals that belong to the location where they were originally picked up. So we’re getting some push back from people in the community are saying "we reported this animal to be picked up, we don’t want this animal back in. That’s why we reported it". And so the concern is ultimately people will get to the level of frustration where they take, they choose an option to deal with the animal that was not what our intent would have been. And so there is some concern and again we’ve been able to share some of that with Mr. Thacker and I want to thank him for his availability for engaging in some of these discussions because we are needing to communicate some of the concerns that are coming back from members, individuals that are living in the county. Thank you Madam Chair.

Gandara: Thank you Board Member Macias. Board Member Gonzales.

Gonzales: Mr. Thacker, how overpopulated are you in the shelter right now? You have any idea?

Thacker: Well, we don’t have a set number that we can compare to that says that says the number we are overpopulated by. I would say we are very overpopulated.

Gonzales: I just noticed this past week up in El Paso they were transporting animals up to California and I had a question in regard to that if you guys were doing anything in regard to that and you just mentioned that that you guys would be doing some transporting animals.

Thacker: Yeah, we participated in that same transport. We sent 79 cats to that exact same transport they were on as well. And that was on our Facebook page too.

Gonzales: What states do you guys do this to? What states do you guys work with?

Thacker: Well, it’s not a matter of who we work with, it’s who’s going to be contacting us and who we contact. So currently we have, we’ve rescued in this past year to California, Washington State, Oregon, Idaho, Utah, Colorado, of course Arizona I believe we even sent some, and of course New Mexico.

Gonzales: That’s awesome.

Thacker: I mean, but that continues. I mean there are several places in those states that we go to. Like Colorado, there are multiple places that we go to in
Colorado. And there are multiple places in Arizona that we rescue to as well.

Gonzales: And does this transportation that you guys do, are you guys, is there a nonprofit organization that pays for this? Or you guys actually come up with the funds?

Thacker: We have the funding for it. We received a $20,000 grant from I believe it was PetSmart charities in 2018.

Gandara: You're financial people are nodding yes. You're correct.

Thacker: So that has aided us. But it all, it most does come from the funding from the City in part of our budget to do those transports for the fuel and gas. But that was a big help was that grant we received.

Gonzales: Thank you Madam Chair. Thank you Mr. Thacker.

Gandara: Mr. Thacker I have one question before we go any further.

Thacker: Yes ma'am.

Gandara: You had made mention about not having the resources when Board Member Ellins spoke to the aggressive or the high arousal animals. You made mention about the resources and not having the training capability. Now if you had this pie in the sky dream, what would that look like? What would it look like in terms of resources? What are we talking about?

Thacker: Oh wow. You just opened up a big box for me.

Gandara: Okay. Very good.

Thacker: For if it was, there's no holds bar and budget wasn't an issue, we would have multiple trainers that were actually employees of the Center that would be able to come in. They would have access to professional training resources. They would have access to rooms specific for training. They'd have equipment. We would have areas set up for the play groups for the dogs to be able to get out each individually. We would have a huge volunteer core that could help and to do those things. It all comes down to the position and funding for the money and also for some space for that. Because honestly it's an issue when you take a dog and you put it out in a place and it has a great time with other dogs and then it goes back into a very stressful area of two and three dogs per kennel. And that's what we're looking at right now.

Gandara: Thank you.
Thacker: So our next topic is public service and community outreach. The attendance at the center did drop in 2018. Tremendously starting around August when compared. We believe that's because of the construction of what was going on. At times it looked like the place was totally closed because of the bulldozers that were in front and the dirt work that was happening for several weeks. The surgeries I believe went up with a total of 4,887 for surgeries that were performed. We continue to do a large amount of outreach with Pet of the Week publications, radio, Dog'Cruces, Las Cruces Sun News, the Bulletin, and the Classifieds. We do news releases, press releases with the television and then as always social media.

We have done a lot of our special events this year. We had, and I'd like to read through these because I think important for people to, one see the uniqueness and the creativity of my co-workers, and also to remember like "Oh yeah, I remember that one". We have the 12 Dogs of the Month that go on every single month. We highlight dogs that have been there for over 100 days at the Center. Adopt a Furry Valentine, St. Patty's Pets, Cinco de MeowO, Freedom to Choose. Freedom to Choose was a great one in July that we did that lets people select what price they'd like to do for an adoption. We had some people come in and do a $5 adoption, we had some people come in and do $100 adoptions. So it was fun to see what people did there. Back to School Special, Tax Free Weekend, Clear the Shelter Event, Happy Paw-thers Day, Pit Bull Awareness Month, Pits for Peace, Black Friday, and that was all black colored animals were discount or free. Holiday Food and Toy Drives and Home for the Holidays. And again, that Holiday Food and Toy Drives was put on by Donny King and he's the one who made all of the, one of our employees, he made all of the connections for it. And it was incredible the amount of people that brought the toys in. It was so neat to see that. And then Home for the Holidays, again we always work with Doña Ana County Humane Society where they pay for the actual adoption during that time frame. So a lot of events happening all the time.

Places that they go to. Barnett's Harley Davidson, Corner Bakery, and so on. Just a lot of different places that we're at and we're constantly working. We're working right now on rotating some of these. Because we're seeing that, like the Kia of Las Cruces, the Pitre Kia. It's a great event, started off really strong but now we're lucky if we get one adoption. So we're looking at rotating a lot of these so people don't always get used to us being there. The one exception will probably be Farmer's Market. We always have a great turnout there and great exposure.

We continue both the ACES program, City impact project, Nation Night Out, Job Shadow, Excel, and the Wilson-Binkley advertising campaign. We really enjoy the Excel program which is in High schools, where High school students come in and they job shadow us as part of that program. And see what we do, how we do it, and they get an eye opening
experience that it's not just playing with fluffy animals. It's a lot of hard work
there at the Center.

And I'm going to invite Domonique up so she can talk about our
volunteer program because she's a lot better than I am.

Gandara: Good morning Domonique. Welcome back. It's been a while since we've
seen you here.

Clark: Good morning, yes.

Gandara: Or did you show up last month and I didn't see you?

Clark: Well, maybe. No. This is the first time I've been here for a little bit. Good
morning Madam Chair and rest of the Board. Happy Valentine's Day. So,
I am going to talk a little bit about the volunteer program. 2018 was a good
year for us. If you remember I started the latter end of 2017 and so this was
my first full year with the shelter. I enjoyed it very much.

So a few of our volunteer highlights: throughout the year of 2018, our
monthly hours averaged over 500 per month and that was even after the
remodel started in August. So that did cause some push back in regards to
people visiting but it didn't hinder our volunteer hours as much as we
anticipated that it would. And that's because we see a lot of our volunteer
hours happen at offsite adoption events. Whether it be PetSmart, Petco,
and you'll see that later on in the presentation. And by the end of December,
so we started 2018 with 188 active volunteers. By the end of December we
finished with over 260. I believe the exact number was 262. Our volunteers
range from 17 to over 50 years old. As Clint has just mentioned, one of our
programs is the Excel program and that's really neat because you see
students come in and ultimately they're volunteering their time, but we work
with the job mentors, the Excel mentors, at different High schools. And so
we get students from Las Cruces High school, Centennial, all of the High
schools in the area. And they come in and they have specifically chosen
themselves as students that they want to come in and work with the
professionals at the center. And sometimes it's veterinary tech, sometimes
it's animal caregiver and it's very neat to see that they admire some of the
jobs that we're doing there and they want to shadow that. So that's really
neat. But that does play a role into the younger age group that we have.
This past year we had six Excel students throughout the year. And so they
spend a whole semester or sometimes a whole entire school year with us
at the shelter. And they come in three to five times a week.

We also had a lot of college age students this year. So I found it
really neat that throughout the year as we started, well, in the latter end of
2017 we started to pick up our volunteer initiatives and then in the beginning
of 2018 we saw an influx in college age students really wanting to come in
and be a part of the center. And so that was purely word of mouth. We
started with a fraternity that had come and volunteered with us and after
that it was just word of mouth spread and we now have so many groups that want to volunteer with us. We actually have in, not this Saturday but the next Saturday, we have two NMSU groups volunteering with us at one adoption event because we have so many groups that want to volunteer with us so often. It's really neat to see it. I love it.

And again, we had volunteers that worked both onsite and offsite. Some of the offsite we have the downtown Farmer's Market, we have a very loyal group that does that every single Saturday. We have Petco and PetSmart and some of the adoption event locations that Clint had previously shown you. We also have different opportunities onsite. If we have cats that are going to transport and we need help with them being taken care of, if we've got different projects like transport loading. Every week we do dog photography and cat photography in order to get better photos up on our system so that way rescues can see them, we can share them publicly, and things of that nature.

And here are a few pictures. Everyone loves the pictures, right? And so, to your far left, we've got Joan Kinney and she is at an adoption event. She is awesome. We've started to, especially with our very avid volunteers, give them more responsibility and so Joan is a volunteer who after every photography session she uploads pictures to our database so that way we have good pictures for the animals and that's something really neat that we're starting to do. In the middle, that is a young man who, he was with one of our groups from NMSU and so we have volunteers that come in that are consistent and then we have volunteers that come in as groups and that's not a part of our 260. They sign liability waivers and they're there for a set amount of hours, but that's not included in those numbers. So imagine those numbers plus all of the groups that we have that come in, in a once in a while basis, right. On the right we have Mr. Aaron Richardson and he is someone who helps at offsite adoption events, he helps with photography at the shelter, he helped very consistently with one of our catteries; our Petco cattery and he would go in four times a week and take care of the cats. So that's him on the right.

And then we have Ms. Barb Schnitzer and she's always got a dog in her lap. And that was also at an offsite adoption event. Ms. Katherine in the middle. And so that's something I'm also going to touch on in just a second and I'd like to mention that she's with her foster. And that plays a big role in our volunteer programs is our foster program. Where someone volunteers their time and their energy to take care of an animal outside of the shelter at their homes so that way we can keep it outside of the shelter environment and keep our intake down. And then on the end, that is another young lady. She's from one of our NMSU groups as well. And then on the left we have husband and wife, Mike and Debbie Crousan and they are very avid. Mike helps with almost everything. He has a hand in almost everything and Debbie would probably have a hand in almost everything also but she does work full time.
And then the picture on the right is Barbara Hayes and this was something really neat that we did this past year. So we had an event at Picacho Peak Brewery and it was, not only did it help animals at the shelter and where we're taking pet food donations while Picacho Peak was taking pet food donations for us, but we were also teaming up to help homeless veterans. Barbara's husband works with the Elks Lodge and so how we worked it was Picacho Peak would give a coupon to anyone who came to the event and donated either puppy or dog food and then if you donated canned food for homeless veterans that could be donated to them, you would get a coupon for a special drink pricing. You could go in and have a drink and have some food and that was a really neat event. And Barbara played a main role in helping set that up for us.

And again we still have our foster program that's ongoing. Whether it's kittens or puppies or large breed dogs. We do try as well to get those dogs that are large breed that are harder to adopt out into a foster home where they can learn to be socialized and interact with humans and interact with, it's great when a foster home has kids. And they can learn how to be a family team player. Because it just benefits them when they get into a home and they still take the dogs or cats to offsite adoption events every weekend. And we still have our surrender to foster program which we push consistently. And that is if a person wants to surrender their animal, we ask that they keep the animal with them until we can get them out, either out to rescue or that they can get adopted. But the animal automatically becomes our property. We just ask that they keep it outside of the Shelter. And I'm going to let Mr. Thacker conclude. Thank you very much.

Gandara: Thank you Domonique. Any questions for Domonique? I see none.

Thacker: That's all. Thank you very much.

Gandara: Do we have any questions with its entire program? No? Okay seeing none. Thank you Mr. Thacker. On to Committee Reports.

Thacker: I think we have one more, we have the month of January to go over. I'd be more than happy to skip it if you want to.

Gandara: I know you would really like that, but. Mr, Bryce, you had a question? Okay, come on down. Please state your name.

Bryce: Frank Bryce, President Humane Society of Southern New Mexico. I want to get this in at the right time and don't mean to try to disrupt the meeting. On this report, I have some concerns that there are issues at the shelter that were undertaken. Giardia, distemper, the (inaudible) program. These are not in the report and it really should be at least due to transparency. Let us know what's being done, what was done, what will be done to face those
types of issues. It just seems like a big blank as the serious issues that are not covered in this report. Thank you.

Gandara: Okay. Thank you. Mr. Thacker?

Thacker: Both those issues are covered in the cover letter. They are both mentioned in there. So we did mention it in that part.

C. Shelter Statistics and Activities/Educational and Spay-Neuter Initiatives
- Clint Thacker

Thacker: So for January 2019, we had a total intake of 411 dogs, 247 cats, 42 others, for a total of 700 for 2019 intake. Comparing that to 2018, 2018 we had 898 come in in January with 700 for this year. For our outcomes, we had a total of 274 adoptions, 90 reclaims, 326 rescued or went to rescues. We had 89 cats that were returned to the community cat program, we had 97 that were euthanized and a live release rate of 78.8%. Comparing that to 2018, we did more adoptions. We did less reclaims. We did less rescues and euthanasia was higher for and a lower live release rate of 78.8%.

Current animal count at the Center right now is 505 compared to 610 in 2018. Alright, volunteers. Since Domonique is here, we'll turn it back over to her.

Clark: Thank you very much. So for January, and every month I must say really quickly, every month is a good month for volunteers and I think that if I just can really quickly publicly thank all of our volunteers. I know that we do at the shelter, but sometimes we get caught in the mix of being really, really busy and chaotic and one thing you can always make more money and you can never make more time. Your time goes away and it leaves you and you can’t get that back. And I think that for all of our volunteers that graciously give their time and their energy and parts of their hearts to help these animals. It’s really amazing to continue to see.

So volunteers, we had in January 2019 454 hours, 270 volunteers total. And again that number is of our consistent in our database active volunteers. We had four and a half hours for laundry you can see. So we’ve got different, we have the opportunities broken down a little bit. And you will see some of these hours are lower and most of those are onsite. For example cats and laundry, that's four and a half hours. Dog enrichment is four hours and dog walking is one of the things that we have seen that’s come to a little of a halt just because of the remodel. Although that will definitely pick back up as soon as we come to a better point in that. Farmer's Market and Petco adoptions 177 hours. Again I said we have a very loyal team that goes every single Saturday. They're amazing. And we had other offsite adoption events at Pitre Kia, PetSmart, Walmart, that was 110 hours. Pet's Barn and Petco cat care teams again are offsite catteries, 68 hours. County Cats 40 hours. And photography teams we had 50.
Ellins: Madam Chair.

Gandara: Board Member Ellins.

Ellins: What is County Cats?

Clark: So at the Doña Ana County building we have cats housed and so workers at the building are responsible for taking care of the cats. But they’re not part of the shelter staff, so that’s why that’s counted there.

Ellins: I should’ve known that.

Gandara: Good to highlight that. They do a wonderful job there.

Clark: You know it was actually, I was talking to one of the radio hosts, it was reported in People Magazine because it’s such a unique thing that they do in the County. So it is very neat to mention, yes.

And then here we just have a few photos. This was at one of our adoption events. On the left hand side, that’s Star Snyder. She’s also a very consistent foster. She’s gotten over 70 animals out into homes and so she brings them into her home and she gets them socialized and she has sometimes up to five animals at one time. It’s very neat. And then on the right hand side we have Ms. Emiline and we’re actually shooting one of our Pet of the Week videos at that time. One of the things that we started doing on our social media is Pet of the Week videos. So that way when we are, do our outreach every Friday morning on the radio, public has a reference to go back and look on our Facebook page and radio hosts can share the video. So that way hopefully, even though despite the remodel, people can see the temperament of the animal and it will hopefully get them adopted out quicker. And so she was helping me shoot that video at that time. And that was one of our Pet of the Weeks.

And for, again our foster program falls under our volunteer realm. We have 19 families with 63 animals. And I’m very sure Star Snyder is one of those families in that count. Thank you. I’m going to hand it back over to Mr. Thacker.

Gandara: Thank you Domonique.

Thacker: So our spay and neuter initiatives. We currently have 183 animals in the foster to adopt program. We hope that number will continue to drop as the foster to adopt program is a program where animals that are not sterilized are adopted out to individuals and then they come back at a later time when we can fit them into the schedule and get adopted, or get sterilized that time. We had 59, our total surgeries in January 2019 were 395. You can see those there.
Some of our educational initiatives, our visitors to the shelter, 1,565 and there’s the breakdown for that number for January. On the reclaim, or return to owner side, 1,019. Those are the reasons why they came there. For a total visitors was 2,530 and this is 1,200, almost 1,200 lower than what it was in January 2018. So hopefully with the remodel, the brand new lobby being completed in April that those numbers will start to go back up.

We continue to have our ads and on magazines and on radios, working well with Wilson-Binkley advertising campaign. And also the Facebook is a great push for the information there. If you haven’t liked us on Facebook, I urge you to like us as that activity changes almost by the hour sometimes on Facebook. And then with the DACHS Senior program, three dogs, two cats. This is where individual if they qualify as a senior citizen, then it is a free or reduced cost adoption for them. And there’s Tigger, Tinkerbell, and Rocky. And that’s all I have for you today.

Gandara: Any questions? Members of the public. Hi, come on down. Good morning sir. I just need you for you to state your name.

Aragon: Good morning. My name is Rudy Ray Aragon. How are you guys doing today? Happy Valentine’s Day. Recognize a lot of faces up there. My question is on the overall outcomes on number eight of 2018, on our Animal Service Center Annual Report. It says here that transfer to rescues is 3,557 animals which if you third up that pie that’s a third of all animals. So what do we do for these rescues? Me being part of the Last Litter Inn rescue that was rescuing puppies that were abandoned and left for just, I mean I couldn’t fathom the, working with Ms. Kelly Barker and stuff about the Last Litter Inn. How many puppies would come in there and I personally saved 32 puppies and moms. But what do we do for these rescues? Since they’re doing a third of our work, I mean, are we contributing to their food, to their, I mean I understand that we’re taking them out and we’re bringing them, outsourcing them and they’re still part of the system. But if they’re doing a third of the work of this animal control, what kind of piece of the pie do they get for financing for helping? Because these are 501(c)(3) so they’re nonprofit. So is our board contributing money too? Because I mean, I’ve seen so many great people come in and do so much great things for these animals. I’m talking, I was so, I mean, I come from Tempe, Arizona we’re animal lovers, everybody has animals. You know, we all ride bicycles too. But I find it really concerning that there’s nothing talking about what’s given to the community for these 3,557 animals which is a third of all animals that came out of that overall outcomes is my perception.

Gandara: Thank you. Thank you. Yes, Mr. Smith.

Smith: Thank you Madam Chair. Mr. Aragon, thank you for asking that question and I think Mr. Dollahon may be able to help substantiate this. But basically New Mexico, which is different from Arizona in one regard, and that is we
have an anti-donation clause which basically precludes us from just handing
out money, even to private organizations that are doing good things, without
a process; whereby we then put out a bid or a request for proposal and then
we get bids back and then we hire somebody to do that. So what we've
been very fortunate about in this community is that a lot of the work that
you're describing being done by several groups has been done basically on
a volunteer or a nonprofit basis by people who have said "we want to help
you in this particular way". So we haven't really been contracting them to
do it on a paid basis. We basically worked with them so that they can do
what they do as they're supporting the shelter. So if Mr. Dollahon wants to
add something to that, I'd be happy to let him augment what I'm saying. But
I think basically that's sort of the understanding that you need to have as far
as a basic level in response to your question. Thank you Madam Chair.
Thank you Mr. Aragon.

Aragon: Okay.

Gandara: Mr. Dollahon.

Dollahon: Madam Chair. Board Member Smith is essentially correct. And we had it,
I believe an emergency work session earlier in the year on the Committee
where it was discussed about supporting the shelters. And as Board
Member Smith, we would have to go through a competitive procurement if
we needed additional assistance because of state law. The other thing that
the shelter does is they do sterilizations, they do medical treatments, they
do vaccinations. So before the animal leaves, there are services provided
by the shelter that do provide a benefit to the rescue. But that was
something would require either by City ordinance or State law before the
animal left the shelter we would have to be in that position to do that. So the
sterilizations, the vaccinations, medical treatment. So while it's not a cash
support or food support or something like that, they are still getting a benefit
in services provided by the shelter.

Aragon: Correct. And I understand the medical part. I was just curious if what's
stopping from the City donating cash to 401k's. I didn't know if there was
any proclamations that stopped things from something like that or you
know.

Gandara: Our anti-donation. That precludes us from doing that.

Aragon: Okay. I was just curious.

Gandara: Thank you. Thank you Mr. Aragon for your help and your volunteerism. I
understand you've helped out in many of these, or at least a couple of the
events. Thank you.
Eakman: Madam Chair.

Gandara: Yes. Board Member Eakman.

Eakman: I'm prompted to speak out of turn on this. I believe it would be a wonderful thing if the shelter and these other very wonderful groups would be reimbursed some way. However, taxpayers without animals at all and responsible pet owners probably are already paying their due. We continue to have, this is all exasperated by pet owners who are irresponsible and we have not found a way to make them responsible and to pay for what they're actually, the negative attributes of what they are doing because they are not thinking about the rest of us. And so if there was a way that we could actually get to the irresponsible pet owners that are exasperating these problems, then I would see some reimbursement like that being appropriate. Thank you.

Gandara: Thank you.

Ellins: Madam Chair.

Gandara: Board Member Ellins.

Ellins: I have a question for Mr. Thacker. Last month we had a rather tumultuous meeting as you may recall. Subsequently, there was a meeting in the parking lot and I'm just curious as to what's the status of what took place last week?

Thacker: Okay. So last month was a meeting where there were some feelings shared on both sides of what was being done wrong at the Animal Center, personal and also on a professional level. So when I left the meeting, there were the two individuals that were speaking. One was Ron Comeau from Shepherds without Borders and then the other one was Carla Baker who does the Cherished K-9 rescue here in the area. And I went over there with the intent to say this is, I respect your opinion. I'm glad that we can discuss these things, look forward to further discussion. But it evolved into a conversation of what we can do better. And it came out that we can do better with communication, we can do better with getting to know each other, getting better to do a lot of things better. And ultimately we all decided that it was for the animals. It's not for our own personal gain, anything like that. We're supposed to be here for the animals. Since that discussion, we have partnered in a great partnership with Cherished K-9's where we're working with them in getting animals that are not sterilized or that have puppies with them or that are currently pregnant to keep them from even entering the shelter or entering the Center. We're also working very closely, Ron no longer does the rescues, he had to give up his position there because of health reasons, but the person who was assisting him, Lisa Westbrook,
we're working very closely with her. In fact she just took a shepherd I believe yesterday or the day before from us. So they'll continue in this program. So we are continuing to, it was a great lesson for me personally and also for them and yes we all meet up. We have a picture with us all together giving thumbs up which shows that we really are working professionals that can do this all together. Does that answer your question?

Ellins: Is it a happy ending?

Thacker: So far so good. We're saving a lot of lives.

Gandara: Thank you. Yes, Ms. Baker?

Baker: My name is Carla Baker. I'm with Cherished K-9 All Breed Rescue. I just want to piggyback on what he said. We did have a good conversation. I have subsequently met with Clint in his office. We've got a lot put together. Just to throw some numbers out, just in this past month, just from the shelter, we've pulled 54 puppies, mostly from the parking lot. Where when they, someone comes to relinquish dogs, they go in because they can't take dogs in the building. They go in to tell them they're going to relinquish. They call our puppies, our mama and puppies coordinator who either she runs down there or contacts somebody on our team who goes down and picks them up. So we picked up 54 puppies. We've picked up 10 pregnant mamas, four ended up not being pregnant. But we picked them up as if they were pregnant. Three we didn't take but we got other rescues to take. Of those pregnant mamas that ended up with 53 more puppies. So that's 107 puppies in this last month.

And we also took in four adults. We also do this City of Crosses Dachshund rescue. We're in charge of them. So two of those were Dachshund's. One was a male companion of one of the pregnant mamas that we took and another one was just another male. And then we've taken in nine mamas that had their puppies with them. So we're getting lots of calls from the parking lot. Mama with seven puppies, mama with five puppies, mama with whatever. So we need to tweak this this is costing us a fortune. I'm not asking for money, but this is costing a fortune. This is costing. So we need to tweak this. I am going to sit down with Clint again. But just so you know, things are happening, we are helping out, we are working together. I do give Clint kudos for coming over and talking to Ron and myself and Lisa in the parking lot because it didn't start out pretty when he came over. And we all worked it out. And just wanted to piggyback on that and say, yes he is making a concerted effort to reach out and really work with the rescues. We sent a vanload of puppies out this morning to Colorado that originated. Either they, let's see, either they originated in the parking lot of the shelter or came from the shelter. But so we're moving them out. We've just made another connection in the Midwest that we're
going to start sending puppies that direction too. So, just to kind of answer
your question from our point of view.

Gandara: Thank you Ms. Baker. Appreciate all your efforts and really all the rescues.
Thank you. Clint you're done with your statistics and monthly report.

D. Committee Reports

1. Finance - David Dollahon, Committee Chair

Gandara: And onto our committee reports. Finance. Hi Josh, good morning. Happy
Valentine's Day.

Saffell: Good morning Madam Chair. Members of the Board. My name is Josh
Saffell. On behalf of the finance department of the City of Las Cruces, I
would like to present the unaudited financials for January 2019. Here we
see the balance sheet. If you have the packet, it's on page one: Statement
of Net Position. Here we see the general fund is showing about $420,000
in cash and $89,000 in receivables. We have liabilities of $53,000. Fund
balance, total fund balance of $456,000 with $206,000 of that being
unassigned.

Moving onto our operations. This is going to be page two: the
Statement of Revenues, Expenditures, and Changes in Fund Balance. The
general fund is showing $1,827,000 in revenue and $1,591,000 in
expenditures. This left a net positive change to fund balance of $236,000.
We can also see, if you turn to page three in your packets, the Statement
of Revenues, Expenditures, and Changes in Fund Balance budget and
actual. This shows that the total revenues are at 62.7% of budget and the
total expenditures are at 52.9% of budget. Our budget target or parameter
really is 58.3% is where we would expect to be. So we're doing well with
revenues and also under expending which is good.

Slide four, here we're showing the actual revenues versus budget.
We can see that the actual revenues of $1,827,000 is mainly due to the
Doña Ana and City contributions per our joint powers agreement. Go
ahead.

Gandara: Yes, Board Member Ellins.

Ellins: What are the sources of the other revenues?

Saffell: There are various sources. If you look at, I believe it was page two, it
provides a different list. Sometimes it could be charges for service. It would
be like adoptions, microchipping, charges that we bring in for that. There's
also I believe, some grants. It's a variety of sources. It's all listed in that
document.
Gandara: Board Member Smith.

Smith: Madam Chair, I do want to point out that two of our neighboring municipalities in Doña Ana County also contribute in their portion of that revenue.

Saffell: Yes, we receive funding from City of Anthony, Sunland Park, Hatch I believe as well are all listed as sources of revenue.

Dollahon: Madam Chair.

Gandara: Board Member Dollahon.

Dollahon: I would like to clarify for Village of Hatch, Sunland Park and Anthony. They are on a contract with us. So it is a per animal pick up basis. It is not a flat fee. Unlike what the City and the County both respectively contribute on a monthly basis and agreed to per the Joint Powers Agreement.

Gandara: Thank you Board Member Dollahon. Okay Josh.

Saffell: So in our expenditures, here on this slide, we show expenditures versus budget. We see that the majority of expenditure items are underneath that 58.3% parameter. The only exception being repairs and maintenance, which is at 71.8%. We discussed this a little bit last month as well. It was high last month due to necessary vehicle repairs and construction work that was done. Those numbers are going to remain high until we can get where we need to be with that.

In our Capital Projects Fund, this will also be on page one, we show cash of $610,000. Liability of $77,000. That liability is actually just revenue that we’ve already received and we have to record it as a liability until we actually expend those funds. So that’s our liability and then we have a fund balance of about $534,000.

Dollahon: Josh.

Gandara: Board Member Dollahon?

Dollahon: Fund balance on that Capital Fund is committed though, correct?

Saffell: Yes. The majority of that is committed. Which means it is committed to that construction process. There is $50,000 which is specifically restricted. Meaning it is specifically said that it has to be used for a particular purpose, which is the cat room donation.

Dollahon: So at the end of the day, when the project is complete, our fund balance in 7441 will be?
Saffell: Should be zero.

Dollahon: Okay. Just so you know.

Saffell: And so that concludes my presentation. Are there any questions?

Gandara: Any questions Board? Yes, Mr. Dollahon.

Dollahon: I don't have a question, Madam Chair. I was just going to report to the rest of the Board on the Finance Committee meeting. We had a quick one. We're hoping for committee appointments at the end of this meeting so we can have a County representative. We didn't make any actions or make any recommendations for this month. We will be bringing back a budget adjustment next month and that is because once we accept the CAFR, the annual financial report today, we have to correct our beginning balances. Which we will discuss as an action item and then we will bring you a budget adjustment because of the actions from the CAFR. So that will be on your March meeting. We've had a working meeting with finance staff, budgeting, and Clint and Bernice. We're probably going to have, we have another one I think at the end of next week looking at budget. Primarily because of the CAFR impacts and because of revenue impacts from other sources other than the City and the County.

Eakman: Excuse me.

Gandara: Board Member Eakman.

Eakman: I wonder if, for the public, Mr. Dollahon would explain CAFR.

Gandara: Absolutely.

Dollahon: Sorry. Mr. Saffell will be presenting that, I believe, later on your agenda. The CAFR is the Comprehensive Annual Financial Report. Essentially it's the agency's external audit as required by state law.


2. **Executive - Kassandra Gandara, Committee Chair**

Gandara: Okay, next on the agenda, as an Executive Committee, we met February 1st. Mr. Thacker and I, Mr. Smith was unavailable to meet at that afternoon. We always build the agendas, spoke to facility issues, and sort of where we are at with the HVAC system and the concerns with our HVAC system. We spoke to Mr. Thacker's evaluation and how to move forward on that and so that is all at this point. Thank you.
3. Facilities - Greg Smith, Committee Chair

Gandara: Facilities. Mr. Smith.

Smith: Thank you Madam Chair. And we were able to meet and Madam Chair joined us by phone. Some of the things have changed since we had that meeting and I want to thank Mr. Kinney, who is no longer here at the moment, on updating as far as the completion date and talking about in more detail about the flexible floor coverings that are coming with the 15-year warranty. One point was that at that point Mr. Thacker and I and Chair Ms. Gandara, there was going to be a $3,000 from Public Works that Mr. Dollahon had been able to arrange from the City that would help with furniture and security and those kinds of things. The painting was starting at that particular point and so the $3,100 was going to be used to paint the existing rooms and there also was a belief that $60,000 was going to be available. They were working on a list of potential architects and the RFP is going to be going out in mid-March. The projects, because the City has started a new program of having its projects on the City’s website so that people can follow along and see how things are progressing.

Where the old house was located, I think they called that Down Under at one point, there was $77,000 available. It looks like what was needed to do the kennels and the things that are supposed to be going in on that side is about $200,000 and about $16,000 are needed for design. Also Mr. Dollahon was helpful in finding $500,000 to do the HVAC that was required for the existing building to bring it up to speed as far as what’s needed there. And so probably this week there should be a proposal as far as that work.

One thing that came up was that the artist for the mural who had done that previously, that used to be on the façade of the building, we assumed that it simply had been covered by new construction, but what we discussed at the Committee meeting was that possibly finding photographs of the original artwork and using that as a way to put that up, a photograph of the artwork in the lobby as a tribute to this artist and also doing other tributes to other artists who have contributed over the years to the efforts so that their work and that is honored. Even though the mural's no longer visible and the artwork for like on the animal services printouts and things like that, we're using a different art, logo, thank you. That those things are honored because those artists did make those significant contributions in the past. Madam Chair, that's what I have. If you or Mr. Thacker can remember something else that I forgotten, please let me know.

Gandara: Board Member Smith, I am very impressed. You remembered everything very good. Board Member Dollahon.
Dollahon: I just wanted to speak to the air conditioning, the HVAC in the back. Staff are working on estimates now and we are looking to use City funds to fix it.

Gandara: Mr. Dollahon, would you give a bit of background to the new Board Members? I know this is probably something that they’re not familiar with and having a bit of background would be helpful. Thank you.

Dollahon: So the building was built in the early 80s. We’ve done no serious renovations. We’ve done some additions over time to the east for outdoor shelter space and some outdoor improvements, but this current project is the first major work on the building. And that was financed by ASCMV, primarily in part through transfers from your general fund for ASCMV and a large bequest that we had previously done. However, the building is a City owned building and we have some obligations to that. The issue in the back is and this has been an issue not only in this building but other buildings, is we at the time were using swamp coolers. Well, the kennel space in the rear is a high humidity, high water area due to cleaning of the kennels. So given the nature of how swamp coolers work, we keep pumping more water and moisture into the air. So our preliminary estimates from staff to take the HVAC system from one of swamp coolers is around $750,000. So we’ve identified some available resources that the City, out of our Facilities Funds and Health and Safety Funds, to start that project this year and we’re working through the budget process to complete it in next fiscal year. Because the existing building is not going to change even when we build a new shelter within the next two years. Because that space is going to stay on the inventory as a community medical facility for animals. Is that the best way to describe how we’re going to reuse the building? So we’re going to switch to refrigerated air conditioning. But we also have, because of the amount of water that is pumped into the building just to clean the shelters, we’re also looking at that will probably include de-humidifiers to pull more moisture out of the air. We just can’t dry the floor out and the back half of the building out. That’s the issue.

Gandara: Thank you Board Member Dollahon. Board Member Smith.

Smith: Thank you Madam Chair. And thank you Mr. Dollahon. One other thing, you pointed out that the building belongs to the City of Las Cruces and previously the land that the building was on belonged to the City of Albuquerque. But we have concluded a sale or trade of properties so that it now belongs to the City of Las Cruces as well. Thank you Madam Chair.

Dollahon: One clarification. That was an acquisition from the City of Albuquerque. They had placed a deed restriction on the property that prohibited it from any use other than a public benefit. So that’s why the shelter was there. But with the payment to the City of Albuquerque for this and other lands, they didn’t want to be in the land business down in Las Cruces, and we
appreciate that. And so the City is the owner and there is no deed restriction on the property. But the existing shelter and the corner up to Rinconada is the future expansion space for the new shelter under the City's GO Bond.

Gandara: Thank you Board Member Dollahon. I did want to make mention Board Member Eakman, we did speak to the art in the building. We had that conversation at the facilities and you had stepped out. Just want you to know that we've began the dialogue and talked about finding some pictures and sort of a plaque, right, to honor the artist. And the new building will do something very, very nice along with some other artists as well. And so I just wanted you to be aware that I didn't forget, and we did bring it up because we do need to honor the work and that is one way that we can do so. Any other questions? Okay.

E. Zero in 7 Update

Gandara: Next is our Zero in 7 update. Thank you for waiting for patiently over there. Good morning.

Snow: My name is Rachael Snow and I'm here representing the Coalition for People and Pets. And Jean Gilbert wasn't able to make it this morning. Third one down from the bottom. One, two, three, right there. Thank you. One of us should be able to see this morning, right?

Smith: Ms. Snow if you'll push the F5 button there on the top of the keyboard, you’ll get the full screen.

Snow: Okay, good morning. Like I said, I'm Rachael Snow. I also work for SNAP and as we quickly saw, that was the mission statement. We try to represent as many of the community organizations as possible and this is our Coalition activities for January.

So the events that are coming up are the Smooch your Pooch and Dine with K-9 at Pecan Grill on the 16th from noon to three. There's going to be, I know there's going to be food there for the dogs and for you and I know there's going to be bags handed out from Better Life Pet Foods and games and stuff for the dogs. And on the 22nd and 23rd, SHAS is doing a spay and neuter clinic. I don't know if they're full or not. I would be surprised if they were not. So March 15th, 16th, and 17th is Kitty Glitter. And yes they are doing three days this year. They're doing the 15th is in the evening, the 16th is in the morning, and they're actually starting early this year. So they're starting at 7:30 in the morning on the 16th. And the 17th is going to be, is a new thing, they're actually doing a very specific thing on the 17th. They're going to do something for the crafters and a lot of the leftover stuff. So that's a really good opportunity if you know a crafter. And March 20th, well Yappy Hour is back. And they're going to be doing, Yappy Hour is
going to be doing a different theme every single month and this theme is Greece. So we hope to all see you there.

So for the ACTion program for animals, their intake was 22. Their adoptions were 17, their microchipping was 21, and their transfers were nine. And the J. Paul Taylor Academy children went for a visit. I saw the video on it. It was absolutely, unbelievably adorable. And they did Valentine Grams that were sold at the school this year and the proceeds went to APA. The Las Cruces artist Kathleen Deasy is donating a portion of her sales of her art to APA during the month of February. And they're also doing a Second Chance Thrift Yard Sale every Saturday. So if you have all that left over stuff you know there's a whole new thing ongoing. If you don't have joy in it, throw it away, well this would be a good opportunity for you to donate it to. Cancer Critters provided a $50 chip for PJ's vet care. He was attacked by a neighboring dog. This is Humane Society of Southern New Mexico. And Tessa is an Ambassador dog for the Grace Village for Critter Connection. Their adoptions were six cats and their Cancer Critters 173 pets have been helped this year. So that's wonderful.

The Cat's Meow adopted six felines in January. This is Courage. He's one of the 30 cats in the facilities right now. Approximately 50 cats are in foster care. And there's the Kitty Glitter thing. So SHAS is doing, I guess they already did a Valentine memory photo with Doggo at their thrift store. And these are Hollie's up above and Wiley was adopted down below. I know that they're also doing a Snip Snip Hooray on February 22nd and 23rd so we have actually been sending people to them. SNAP has when they haven't been able to qualify for us. Broken Promises, in addition to their TNR work for community cats, the BPS&W is partnering with the shelter to help save more feline cats with treatable illnesses and conditions. Such as Stormy on the left and Tripod, and a tripod surgery performed by the shelter veterinarian. And Big-O Tires will donate 10% of each sale for the month of January and February when you mention this ad.

So for January, we actually did 197 vouchers. Which is a huge increase for us. The shelter has been sending us their, the people that have not been, because they're not taking in spay and neuters anymore. So we have gotten a huge increase from them as well as vets and Dr. Carter. We did 109 dogs, 88 cats, and we have a monthly clinic where Dr. Starr comes down and she parks in front of our facility and does 25 animals. So we have grants to do enough clinics with Dr. Starr for two in January. We're actually doing one in February, thank goodness. Two in March and then one and two, and one and two all the way for the rest of the year. And they fill up fast. I know the one in February, when we started the February one we were, because we can only take 12 females per clinic, and we started our February 18th book about the 6th of January. And we started our March 4th book at the end of January. That's how fast it fills up.

Tails from the Shelter, these are lovely cute little puppies and they're sweet. That's how they get you. PetSmart donated pet supplies to Tails. This is the PetSmart manager Randall and Stephanie and Tails volunteer
with PetSmart staff person. Isn't that wonderful? And these siblings have found transport arranged by FHAR to an El Paso rescue after their owners died. The New Mexico Dog rescued the shelter, is at the shelter, found with the imbedded collar thanks to the advocacy of the Furever Homes.

So Cherished K-9 intercepted for a poodle, Buzz, at the shelter turned in by a concerned neighbor due to owner neglect. The CK-9 found a loving home for Buzz with K-9 Buddies too and the mom and pups coordinate with CK-9 was called to assist as former owner waited to relinquish animals. And they're safe in foster care now. Good.

Toby, this poor little dachshund, was not having much luck until a caring woman adopted him through DACHS. Which is the Pets for Seniors. Annie on the bottom, the white dog, also a rescue. Also rescue needed dental work at 14 months old and was helped through DACHS. And this is the Smooch with your Pooch. So it's $20, which includes pets and peep treats in a bag and my Perfect Pet Food meal with yogurt, pup cup, appetizer and sweet treats for the humans. We hope. The secret auction baskets and they'll be taking bids on those and then of course the usual menu items. And it's all benefiting DACHS and the Animal Relief Fund.

And the Dog Park Coalition partnered with Cloud K-9 and Your Pet Space Boarding and Doggie Day Care on February 4th for an informative presentation on dog park safety, which is very important. In addition to maintaining the dog park with monthly wash downs, the Dog Park Coalition advocates for lost and found animals and those impounded at the shelter through social media.

The Pet Networking to Save Lives, the LC Pet Network advocates for animals in need through e-mail distribution and social media. The cats needed placement due to owners' death and the puppy was a stray briefly impounded at the shelter until united with the owner. So there's that.

I know that SNAP is going to be doing, not just our normal, our larger intake because of the shelter. But because of the new program that's coming up with Doña Ana. So we should be exception, we should be very, very busy which we already are. Even four or five months ago, we were doing average of, sometimes we get 12 to 15 vouchers a day. Now we're doing an average of, see I did 20 the other day. I mean, that was a really rough day mind you, for us, and my volunteers, but nonetheless. And we'll be getting even more. And we're really looking forward to that.

Gandara: Thank you Ms. Snow. Thank you so much for all that you do and please extend our gratitude to all of the pet advocacy groups. We very much appreciate what they do. Yes.

Snow: Any other questions?

Gandara: Any questions? Seeing none from the Board. Thank you.

Snow: Thank you.
VI. **Action Items**

A. **Resolution 2019-01: Accept the Annual Report for the year ending June 30, 2018.**


Eakman: I'd move approval.

Gandara: I'm seeing a motion to approve by Board Member Eakman. Do I have a second?

Ellins: Second.

Gandara: Second from Board Member Ellins. Thank you. Josh.

Saffell: Once again good morning Madam Chair, Members of the Board. My name is Josh Saffell and on behalf of the Finance Department I'd like to present our 2018 audited Comprehensive Annual Financial Report. So this is our CAFR for 2018. The City accounting department is responsible for the preparation and fair presentation of the report. Animal Services Center is responsible for the content of the statements. And our external auditor, which was Carr Riggs & Ingram LLC, they are responsible for expressing an opinion on the financial statements based upon the audit. They have given ASCMV an unqualified opinion which is the highest possible assurance an auditor can give. They gave us a good review.

So if we look at some of the highlights, we look at our balance sheet in comparison to last years’ CAFR. We see an increase in our current assets, a slight decrease in the capital assets, decrease in deferred outflows, current liabilities increased a little bit. Where we see the largest increase is going to be our long-term liabilities. We’ll discuss why that is in a minute. Then we see a large increase in deferred inflows as well. Our net investment in capital assets dropped a little bit, and as you can see our net position actually went into the negative. And that was due to our long-term liabilities. So the reason for that is because of accounting, really. It's pretty dry stuff, but I'll try to do my best to explain it in a way not to make anybody fall asleep. The GASB, which is the Governmental Accounting Standards Board, they basically set the rules for how we have to present financial information to the public. And they review it and make sure that this is what we're doing. They have produced several pronouncements. As you can see we're up to at least 75, I think we're up to 80 now, different pronouncements of how we have to present this information. GASB 67, that was their 67th pronouncement, dealt with Financial Reporting for Pension Plans. So we've actually discussed this because this went into effect after
June 15, 2013. So we saw this in the 2014 fiscal year. So all of a sudden we had to create a large liability for pension plans. So if we have employees and we have to donate for their retirement, we have to now show that as a liability on our balance sheet. Well, just this last year in 2018, GASB 75 was implemented. That's Accounting and Financial Reporting for Post-Employment Benefits other than Pensions. To make that simple, that's basically our retiree health care. So we provide health care for individuals who have retired. And now that also, the same as pensions, that also has to be presented as a liability on our books. And so that, basically that's why when you looked at the graph that number practically doubled. It's because that GASB 75 for other post-employment benefits, OPEB for short, that took effect and was implemented and so it increased that long-term liability. At the same time, they are long-term liabilities and in reality, we would not expect to pay that any time soon at all. The only way that we would have to pay those amounts that those long-term liabilities would become due is if every single employee of the Animal Services Center were to retire tomorrow. That's the only way that would happen. So reasonably we can expect that this is a very long-term liability that we won't have to pay but we do have to report it and continue to carry it on our books and that's why we see it there.

And so then we can look at our change in net position, our revenues versus expenses for FY18. Again that's in orange and we see that charges for services went down a little bit. Our grants stayed roughly the same. Actually it looks like it doubled. Doña Ana County and City of Las Cruces contributions remained the same. And then we had a slight increase in other revenues. But we also had a significant increase in our expenses. So that also affected our fund balance a little bit.

The exit conference for the audit was conducted November 28, 2018. I know that some of you were in attendance, so that was good. There was one finding and it was over internal controls over cash receipts. If you want to look at that, that's on page 59 of the CAFR. I believe I handed it out to you. If you turn to page 59 it gives the following, that ASCMV had some deficiencies over their receipt process as noted below. So it looks like they did samples of about 40 deposits. Of those 40 deposits, eight of them were not deposited within 24 hours. Which they're supposed to be. Three of them did not have the appropriate signature on the cash slip. And two of the sales transactions documents tested were not signed. So those were the findings that were presented. We have provided a response. ASCMV has contracted with an armored car service to ensure safe and timely deposits. So now that armored car service is helping make sure those deposits are made daily. In August 2018, employees of ASCMV attended cashiering training provided by the City of Las Cruces. And ASCMV is anticipating changing software which assists in receding in 2018 which will strengthen internal controls. So we see that we did have a finding but it is being handled and managed and responded to. Are there any questions?

Eakman: As a member of the Finance Committee, perhaps I shouldn't ask this. But does the cost of the armored car service, is that more than the receipts that are coming in?

Gandara: Board Member Dollahon.

Dollahon: Mr. Chairman, I think the fee is about $200 a month, if memory serves me correct. And we'll have to get back to you. Also, I'm not sure City finances isn't also picking that up because we have a contract for other. So I'll need to get an answer back to you. I can present that at the next Finance Committee meeting.

Eakman: I think that will be good to put that on our agenda. Thank you.

Gandara: Mr. Thacker.

Thacker: I can tell you that when it was presented in a meeting as this was one of the responses, an idea, it was looked at that the advantage of having somebody come and pick it up was far outweighing tying up an employees' time to travel with, it was our management analysis, he'd have to leave, drop off the information, or drop off the monies. So we had a security issue with him having monies with him in a vehicle he was driving, wear and tear, all of it came down to a lot more effective for somebody to come with that.

Eakman: I appreciate that Mr. Thacker, but we're not asking for those employees to reduce their time at the shelter. So we're still absorbing both. That's my point. Thank you.

Gandara: Any other questions? No? Seeing none. Then we have a motion on the floor.

Baum: Board Member Gonzales.

Gonzales: Yes.

Baum: Board Member Macias.

Macias: Yes.

Baum: Board Member Eakman.

Eakman: Yes.

Baum: Board Member Ellins.
Ellins: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Chairperson Gandara.

Gandara: Yes. Passes, yes.

**B. Election of Officers**

Gandara: Okay, next on the agenda is the Elections of Officers. Board Member Macias.

Macias: Again, my understanding is that the Chairmanship of the Committee changes between the City and the County.

Gandara: Yes it does.

Macias: Okay. Well, in that light, and I believe that the timing is now, that the change occurs. Is that correct?

Gandara: Yes.

Macias: Okay, thank you. Then I would move that Commissioner Lynn Ellins be elected as the Chair of the Animal Services Board of Directors.

Gandara: Is there a second?

Eakman: Second.


Baum: Board Member Gonzales.

Gonzales: Yes.

Baum: Board Member Macias.

Macias: Macias. There is an accent on the i.

Baum: Macias. I apologize. Board Member Eakman.

Eakman: Yes.
Baum: Board Member Ellins.

Ellins: Pass.

Baum: Board Member Smith.

Smith: Yes.

Baum: Chairperson Gandara.

Gandara: Yes.

Smith: Madam Chair.

Gandara: Yes. Board Member Smith.

Smith: Yes, I'd like to nominate Board Member Eakman as the vice chair. So that we can anticipate the changeover to the city after the next year's term, but also so we can share duties there. Thank you.

Gandara: Okay. Do we have a second?

Ellins: Second.


Baum: Board Member Gonzales.

Gonzales: Yes.

Baum: Board Member Macias.

Macias: Yes.

Baum: Board Member Eakman.

Eakman: Abstain.

Baum: Board Member Ellins.

Ellins: Yes.

Baum: Board Member Smith.

Smith: Yes.
Baum: Chairman Gandara.

Gandara: Yes. Okay. Congratulations to you both.

**C. Committee Member Appointments**

Gandara: Okay, next is the Board of Directors of the Animal Services Center of Mesilla Valley will convene in closed session to discuss the annual performance reviews of the Director of the Animal Services Center of the Mesilla Valley which is closed.

Dollahon: Madam Chair.

Gandara: Yes.

Dollahon: Sorry. Point of order, I think we still have Committee appointments before we go there. Sorry.

Gandara: Thank you Board Member Dollahon for keeping me straight. Yes. We do have the Committee Member appointments.

Dollahon: Madam Chair, if you'd like, I'll remind for the Board Members, we have three standing Committees.

Gandara: Yes.

Dollahon: We have the Executive Committee, which is generally made up of the Chair and the Vice Chair and the immediate past Board Chair. If for example it would be Board Member Ellins, Eakman, and current Chair Gandara, along with Mr. Thacker as the Executive Director. He's on all the Committees. The Facilities Committee and then the Finance Committee. I am the de facto chair of the Finance Committee cause I represent the City and we're your fiscal agent. We like to have one official from the City and the County on that Finance Committee in addition to myself and Mr. Thacker. And then there's the Facilities Committee and Board Member Smith has been a long Chairperson to that Committee. But we like to share the representation along those Committees.

Gandara: Okay. So it looks like, if people are okay with that, that for the Executive Committee that it will be Mr. Ellins, Board Member Eakman, and myself. Are we in agreement to that as far as the executive committee? Yes.

Smith: Madam Chair, I think that's totally appropriate.
Gandara: Okay. All right. Now the Finance Committee. Currently Mr. Dollahon and Mr. Eakman sit on that.

Dollahon: That is correct.

Gandara: And we will need a County representative.

Dollahon: Previous representation was provided by then Commissioner Garrett.

Gandara: Yes.

Macias: May I ask the question, Madam Chairwoman.

Gandara: Board Member Macias.

Macias: If it’s a requirement that a Board Member be on the Finance Committee? Because I would perhaps suggest that as an alternate unless one of the other members wish to serve on it, that we could actually have our Finance Director sitting on that Committee and then reporting back either directly through Finance Committee Chair who is Mr. Dollahon, if I understood that.

Dollahon: Madam Chair I would have to look at the bylaws.

Gandara: I don’t know what the bylaws say about that specifically.

Dollahon: I think it was intended, I think it’s specific to this representation, this Board.

Macias: If we might check that. Because even of course, I as manager am here in voting capacity, where normally it would be County Commissioner. So if there’s that flexibility in terms of assignment, I’m assuming that there would be that flexibility on the Committees. That way it would enrich maybe the discussion, not only at the Finance Committee level, but in terms of just reporting back to the County Commissioners and management that sit on the Board itself. If that’s not possible, then perhaps someone.

Gandara: We certainly can look at that. I do have a concern. I always feel like there needs to be a Commissioner or a County representative. I understand about your Financial Director. I think it would lend to a more positive and robust dialogue of course. But I, from my perspective would like to see a Commissioner sit on that particular Committee. We will look and we will get back to you, okay? That’s Finance.

Did we get everybody? Facilities. And I think we’re good with Facilities. It’s myself, Board Member Smith and Board Member Gonzales. Mr. Gonzales you’re okay with that? Okay, and we’re very open and flexible in terms of how we meet. Be it by phone and/or in person and we would like to encourage the participation of all members. Board Member Ellins.
Ellins: Madam Chair, how are these committees convened? Who makes the determination they are going to have a meeting on a certain day about a certain subject?

Gandara: For the Executive, I have as the Chair, just put out an e-mail asking what the best times are. The others, I know Mr. Smith you've been the Chair of that so to speak, but I'm not sure. I think it's similar. You have a date specific.

Smith: We do try to meet regularly at a certain time and I have asked our assistant, Shannon Hernandez, to help us contact people. We haven't always done the best job of making sure everyone was there for the Facilities, so we're going to continue to work on that. I know that Board Member Gonzales has quite a distance to travel and so we probably need to work on maybe having the phone situation to make sure he's able to participate. But we'll continue to work on that. Thank you.

Ellins: Madam Chair.

Dollahon: Madam Chair.

Gandara: Board Member Ellins.

Ellins: Where are the meetings held?

Gandara: It is up to the members of the Committee. A lot of times we have lunch meetings closer to Mr. Thacker. The Facility meetings of course we try to have at it the facility, at the Animal Services Center so that we are able to tour and just sort of see what the going-ons of the Center are at the time. Board Member Dollahon.

Dollahon: Madam Chair, Chair Elect Ellins, on the Finance Committee we're currently meeting on the second Tuesday of the month which we know is impactful to the County Commission because you have Commission meetings on those days. But we're rather accommodating. We will adjust our schedule based to the committees needs. I'm here and Board Member Eakman, we try to work out a mutual date for the Finance Committee and we commit to the same day of the month each time. What's difficult for us is this Board meeting is at the beginning of the month and usually we haven't closed the previous months' books just yet. So it's a timing issue. So we usually are a little bit behind. But we're very accommodating to whoever's on the board. We work with everybody's schedule for that Committee.

Gandara: Thank you Board Member Dollahon. Any other questions/feedback? Okay.
VII. THE BOARD OF DIRECTORS OF THE ANIMAL SERVICE CENTER OF THE
MESILLA VALLEY WILL CONVENE IN CLOSED SESSION to discuss the
annual performance reviews of the Director of the Animal Services Center of
the Mesilla Valley (which is closed pursuant to Section 10-15-1-H(2), NMSA 1978)

Gandara: Then now we're on to the next agenda item. Yes, okay. The Board of
Directors of the Animal Services Center of the Mesilla Valley will convene
in closed session to discuss the annual performance reviews of the Director
of the Animals Services Center of the Mesilla Valley. Which is closed
pursuant to Section 10-15-1-H(2), NMSA 1978. So we will, I need a motion.
Yes, I need a motion.

Eakman: I would move approval.
Gonzales: Second.

Gandara: Motion made by Board Member Eakman. Second by Board Member
Gonzales. Becky.

Baum: Board Member Gonzales.
Gonzales: Yes.

Baum: Board Member Macias.
Macias: Yes.

Baum: Board Member Eakman.
Eakman: Yes.

Baum: Board Member Ellins.
Ellins: Yes.

Baum: Board Member Smith.
Smith: Yes.

Baum: Chairperson Gandara.

Gandara: Yes. Okay, we will go into closed session. Thank you.
VIII. THE BOARD OF DIRECTORS OF THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY MAY CONVENE IN OPEN SESSION to take action, if any, on the closed session items.

Gandara: Okay, let the record reflect that we are back on. I have 12:05 Becky and I'm required to read this statement. The Board of Directors of the Animal Services Center of Mesilla Valley, we've reconvened at open session to take action if any on the closed section items. And I don't see any actions. Okay.

IX. PUBLIC INPUT

Gandara: Public input. Yes, please come forward.

Smith: Madam Chair, would all of the members of the public please come forward at one point.

Gandara: Right.

Bryce: Frank Bryce, Humane Society of Southern New Mexico. Some people would call me a die-hard and I am I guess, and I apologize for that. First of all, I was to thank this Board for taking on another year of responsibility. We are making progress, I think. Not as fast as we want, not everywhere we want, but you guys and ladies have taken a lot of responsibility and I know it's not an enviable position. I find myself in not an enviable position quite often myself. But today I would like to thank you folks. I would like to particularly thank David and Ms. Gandara for their work on the task force. I don't think you've really been recognized for that yet. Hopefully you will be and be coming up soon. But these two folks have been working really hard to get that ordinance to where it's workable, amenable.

And then of course, if I hadn't already done it, thank Liz Sealey and Dr. Baiz for their work on those cats. That was really quite a heartwarming situation where so many people got involved. I'm a little disappointed. We had five cats that we wanted to get on there and we couldn't meet the restrictions because they were too wild or too wooly or whatever the case may be. Only one of them made it. One of them was too old and one of them was too wild and the kittens just were not manageable at all. They were manageable for me, but in a new situation they weren't. But anyway, thank you for what you're doing and your tolerance for us coming up here, representing our group of course. We want to work together and I appreciate what you all are doing. Thank you.

Gandara: Thank you Mr. Bryce. We appreciate that. I don't see any other public input or public.

X. CHAIR AND BOARD COMMENTS
Gandara: Now on to Chair and Board comments and I will start Mr. Dollahon. None. Board Member Gonzales. None. Board Member Eakman.

Eakman: Thank you Madam Chair. I'm wondering if we are planning a reopening event for the Animal Services Center after renovation.

Gandara: We are. I don't know if you want to hear specifically from our Executive Director, Mr. Thacker, but yes.

Eakman: I would prefer if we had that next month. If we have the complete report next month. Would that be possible?

Dollahon: We have to be careful because we're under Board comments. We're not.

Gandara: Okay. Thank you. That it Mr. Eakman?

Eakman: That is it. Thank you.

Gandara: Okay. Board Member Smith.

Smith: Thank you Madam Chair. I think things, we handled a lot of things very well today and a lot of different things that come up and it's always nice to hear compliments, so I appreciate that. One thing we did talk last time, and you weren't here Madam Chair so I apologize for not bringing it to your attention, we did talk about the possibility of a work session about some of the topics that had come up. And so, without getting into a whole lot of things, details that, for the comments portion, I would just simply say that we might need to discuss further. Whether or not that need for a work session is something that needs to be addressed in that particular way or a different way. But I didn't want us to drop the ball on that.

Gandara: What do you want to discuss in terms of a work session? I think that's appropriate to at least give me some lead way.

Smith: Let me go back and look at the minutes. I believe it's on page 20. I apologize.

Gandara: Maybe we can talk about it at the Executive Committee? I think that's a good idea. Yes.

Smith: Yes.

Gandara: I'm sorry. I didn't mean to put you on the spot. Board Member Smith.
Smith: I didn't mean to bog you down. I simply wanted to point out that we had mentioned that. We talked about that possibly being discussed at this meeting and then I failed to note that it wasn't on the agenda.

Gandara: I didn't mean to put you on the spot, but if we go back and look at that and then we'll decide or determine if we need to take, have a work session. Thank you.

Smith: Thank you Madam Chair.

Gandara: I do want to, from the input from Mr. Bryce. Usually our annual report is pretty standard. I don't see any differences from years past, but maybe what we might want to do, and he made the point about our Giardia, that's hard to say Giardia Outbreak and distemper and I know that isn't in one of the areas of some of the stats that we're receiving and we may want to do that and include an area where there have been, say barriers or concerns to the center, and be able to report on that. Because you do talk about it on a monthly basis. I know that in your letter, Mr. Thacker, you made mention the outbreak and what we have done and the numerous protocols and processes that we've put in place. And you have been nothing, from my perspective, forthcoming and transparent. Particularly on Facebook as it relates to all the happenings in the facility and what you're experiencing. And so that might be a suggestion to put in our annual report.

The other thing is, is I've asked in the past to speak to a work session as it relates to responsible pet ownership, training, the need for sort of capacity building and such. And maybe, I circled a couple of, or three metrics that I thought we should look at in terms of euthanasia, return to owner, and there was a third one without getting into. But looking at metrics and the standards and then speaking to, okay what do we want to see in the coming year. So I would really like to see that we reduce our euthanasia rate by 2%. But maybe have a work session to really sort of dig through that and talk about those kinds of things. I think would be helpful. So that's all I have to say about that.

I've really enjoyed chairing this Board. I've learned a lot and I hope that people felt that when they came up that they were welcomed and that they felt they could say what they need to say in a respectful manner. So I appreciate all of the board's insights and assistance when I fumbled. But I think I quickly learned and I appreciate it. Thank you.

XI. Adjournment (10:15 AM)

Gandara: So can we get a motion to adjourn?

Smith: Madam Chair, before I make that motion, may I simply say thank you for your year of service and I appreciate all of your efforts. And we certainly all
have our moments when we have the learning curve. So you've done very well. Thank you. And I will move that we adjourn.

Gandara: Thank you.

Eakman: And I appreciate your service and will second the motion.

Gandara: Thank you. Appreciate it. All in favor?

MOTION PASSES UNANIMOUSLY.

Gandara: All right. Thank you.

BOARD OF DIRECTORS

____________________________________________________________________________
Lynn Ellins, Chairperson

____________________________________________________________________________
Jack Eakman, Vice Chairperson

____________________________________________________________________________
Kasandra Gandara, Board Member

____________________________________________________________________________
Ramon S. Gonzales, Board Member

____________________________________________________________________________
Fernando R. Macias, Board Member

____________________________________________________________________________
Gregory Z. Smith, Board Member

ATTEST:

____________________________________________________________________________
Amanda Lopez Askin, County Clerk
MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Medina, Accounting Manager
Date: March 11, 2019


Attached are the unaudited financial results of the Animal Service Center operations for the period ending February 28, 2019, below are some observations for your consideration:

- The Statement of Net Position (page 1) shows a cash balance of $410,682 in the General Fund. There are outstanding account receivables in the amount of $91,681, $88,636 is due from Dona Ana County and $2,905 from the City of Anthony. There are no outstanding accounts payable balances for the month. In addition, The General Fund has $52,621 in outstanding payroll liabilities.

- The Capital Projects Fund also on page 1 shows a cash balance of $417,520. There are no outstanding receivables in the Capital Fund. There are $77,000 in Revenues Collected in Advance for a PetSmart Grant that has not been expended.

- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are $2,027,370. YTD operating expenditures are at $1,797,854 which results in an increase in Net Fund Balance of $229,516.

- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 69.6% of budgeted revenues and 59.8% of budgeted expenditures have been recognized. The current budget parameter for this month is 66.7%.

- Repair and maintenance expenditures are at 86.3% of budget. This was due to the vehicle work order repair, the demolition and removal of the existing infirmary structure, and for the installation of the new electrical receptacles and conduits for the five computer stations.
• The Grants and Donations Schedule on page 7 provides a Life-to-Date Summary of grants and donations.

CC:  Barbara De Leon, Interim Deputy Finance Director  
CC:  Amador Espinosa, Accountant

Initials: [Signature]
Initials: [Signature]
Animal Service Center of the Mesilla Valley  
Statement of Net Position  
February 28, 2019 (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>$ 410,682</td>
<td>$ 417,520</td>
<td>$ -</td>
<td>$ 828,202</td>
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<tr>
<td>Accounts receivable</td>
<td>91,681</td>
<td>-</td>
<td>-</td>
<td>91,681</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>502,363</td>
<td>417,520</td>
<td>-</td>
<td>919,883</td>
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<tr>
<td><strong>Capital Assets</strong></td>
<td>-</td>
<td>-</td>
<td>240,894</td>
<td>240,894</td>
</tr>
<tr>
<td>Equipment, net of accum depr</td>
<td>-</td>
<td>-</td>
<td>240,894</td>
<td>240,894</td>
</tr>
<tr>
<td><strong>Total Capital Assets</strong></td>
<td>-</td>
<td>-</td>
<td>240,894</td>
<td>240,894</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$ 502,363</td>
<td>$ 417,520</td>
<td>$ 240,894</td>
<td>$ 1,160,777</td>
</tr>
</tbody>
</table>

**Liabilities**

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Fund 7440 General Fund</th>
<th>Fund 7441 Capital Projects</th>
<th>Fund 9440 Capital Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Accounts payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Accrued wages payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accrued payroll liabilities</td>
<td>52,621</td>
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<td>52,621</td>
</tr>
<tr>
<td>Revenue collected in advance</td>
<td>-</td>
<td>77,000</td>
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</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>52,621</td>
<td>77,000</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>129,621</td>
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</table>

**Fund Balance**

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Fund 7440 General Fund</th>
<th>Fund 7441 Capital Projects</th>
<th>Fund 9440 Capital Assets</th>
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</thead>
<tbody>
<tr>
<td>Required reserve</td>
<td>250,509</td>
<td>-</td>
<td>250,509</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Unassigned</td>
<td>199,233</td>
<td>290,520</td>
<td>240,894</td>
</tr>
<tr>
<td><strong>Total Fund Balance</strong></td>
<td>449,744</td>
<td>340,520</td>
<td>240,849</td>
</tr>
<tr>
<td><strong>Total Liabilities and Fund Balance</strong></td>
<td>$ 502,363</td>
<td>$ 417,520</td>
<td>$ 240,894</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 1,160,777</td>
</tr>
</tbody>
</table>
Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures, And Changes in Fund Balance
For the Period Ended February 28, 2019 (Unaudited)

<table>
<thead>
<tr>
<th></th>
<th>General Fund 7440 Actual</th>
<th>Capital Projects 7441 Actual</th>
<th>Fixed Assets 9440 Actual</th>
<th>Total</th>
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</thead>
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<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pet licenses-CLC</td>
<td>$ 25,063</td>
<td>$</td>
<td>$</td>
<td>$25,063</td>
</tr>
<tr>
<td>Pet licenses-DAC</td>
<td>11,278</td>
<td>-</td>
<td>-</td>
<td>11,278</td>
</tr>
<tr>
<td>Vaccinations</td>
<td>12,505</td>
<td>-</td>
<td>-</td>
<td>12,505</td>
</tr>
<tr>
<td>Pet micro-chip</td>
<td>13,962</td>
<td>-</td>
<td>-</td>
<td>13,962</td>
</tr>
<tr>
<td>Onsite adoptions</td>
<td>32,137</td>
<td>-</td>
<td>-</td>
<td>32,137</td>
</tr>
<tr>
<td>Return to owner-DAC</td>
<td>6,576</td>
<td>-</td>
<td>-</td>
<td>6,576</td>
</tr>
<tr>
<td>Return to owner-CLC</td>
<td>16,602</td>
<td>-</td>
<td>-</td>
<td>16,602</td>
</tr>
<tr>
<td>Spay/neuter</td>
<td>32,411</td>
<td>-</td>
<td>-</td>
<td>32,411</td>
</tr>
<tr>
<td>Dona Ana County</td>
<td>895,455</td>
<td>-</td>
<td>-</td>
<td>895,455</td>
</tr>
<tr>
<td>City of Las Cruces</td>
<td>895,455</td>
<td>-</td>
<td>-</td>
<td>895,455</td>
</tr>
<tr>
<td>City of Anthony</td>
<td>5,600</td>
<td>-</td>
<td>-</td>
<td>5,600</td>
</tr>
<tr>
<td>Donations &amp; memorials</td>
<td>18,172</td>
<td>-</td>
<td>-</td>
<td>18,172</td>
</tr>
<tr>
<td>City of Sunland Park</td>
<td>140</td>
<td>-</td>
<td>-</td>
<td>140</td>
</tr>
<tr>
<td>Village of Hatch</td>
<td>105</td>
<td>-</td>
<td>-</td>
<td>105</td>
</tr>
<tr>
<td>Other revenue</td>
<td>24,521</td>
<td>38,000</td>
<td>-</td>
<td>62,521</td>
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<tr>
<td>Investment income</td>
<td>17,389</td>
<td>-</td>
<td>-</td>
<td>17,389</td>
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<tr>
<td><strong>Total revenues</strong></td>
<td>2,027,370</td>
<td>38,000</td>
<td>-</td>
<td>2,103,371</td>
</tr>
</tbody>
</table>

| **Expenditures**        |                          |                             |                          |       |
| Personnel               | 1,228,290                | -                           | -                        | 1,228,290|
| Temp agency services    | 45,486                   | -                           | -                        | 45,486|
| Repairs and maintenance | 38,847                   | -                           | -                        | 38,847|
| Services                | 279,918                  | -                           | -                        | 279,918|
| Supplies                | 144,070                  | -                           | -                        | 144,070|
| Insurance               | 41,376                   | -                           | -                        | 41,376|
| Other                   | 19,867                   | -                           | -                        | 19,867|
| Depreciation            | -                        | 25,097                      | -                        | 25,097|
| Capital outlay          | -                        | 712,831                     | -                        | 712,831|
| **Total expenditures**  | 1,797,854                | 712,831                     | 25,097                   | 2,535,782|

Net Operating Income (Loss) | 229,516 | (674,831) | (25,097) | (470,412) |

Transfers | - | - | - | - |

Net Change in Fund Balance | 229,516 | (674,831) | (25,097) | (470,412) |

Net Investment in Capital Assets | - | - | - | - |

Beginning Fund Balance | 220,228 | 1,015,351 | 265,991 | 1,501,570 |

Ending Fund Balance | $ 449,744 | $ 340,520 | $ 240,894 | $ 1,031,156 |
Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance - Budget and Actual  
For the Period Ended February 28, 2019 (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>$25,063</td>
<td>50.1%</td>
</tr>
<tr>
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<td>20,000</td>
<td>11,278</td>
<td>56.4%</td>
</tr>
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<td>Vaccinations</td>
<td>30,000</td>
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<td>41.7%</td>
</tr>
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</tr>
<tr>
<td>Spay/neuter</td>
<td>70,000</td>
<td>32,411</td>
<td>46.3%</td>
</tr>
<tr>
<td>Dona Ana County</td>
<td>1,250,000</td>
<td>895,455</td>
<td>71.6%</td>
</tr>
<tr>
<td>City of Las Cruces</td>
<td>1,250,000</td>
<td>895,455</td>
<td>71.6%</td>
</tr>
<tr>
<td>City of Anthony</td>
<td>3,000</td>
<td>5,600</td>
<td>186.7%</td>
</tr>
<tr>
<td>Donations &amp; memorials</td>
<td>33,619</td>
<td>18,172</td>
<td>54.1%</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>20,000</td>
<td>20,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>City of Sunland Park</td>
<td>2,000</td>
<td>140</td>
<td>7.0%</td>
</tr>
<tr>
<td>Village of Hatch</td>
<td>200</td>
<td>105</td>
<td>52.5%</td>
</tr>
<tr>
<td>Other revenue</td>
<td>23,000</td>
<td>24,521</td>
<td>106.6%</td>
</tr>
<tr>
<td>Investment income</td>
<td>17,000</td>
<td>17,389</td>
<td>102.3%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>2,913,819</strong></td>
<td><strong>2,027,370</strong></td>
<td><strong>69.6%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>1,935,355</td>
<td>1,228,290</td>
<td>63.5%</td>
</tr>
<tr>
<td>Temp agency services</td>
<td>100,000</td>
<td>45,486</td>
<td>45.5%</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>45,000</td>
<td>38,847</td>
<td>86.3%</td>
</tr>
<tr>
<td>Services</td>
<td>451,000</td>
<td>279,918</td>
<td>62.1%</td>
</tr>
<tr>
<td>Supplies</td>
<td>237,119</td>
<td>144,070</td>
<td>60.8%</td>
</tr>
<tr>
<td>Insurance</td>
<td>85,129</td>
<td>41,376</td>
<td>48.6%</td>
</tr>
<tr>
<td>Other</td>
<td>61,000</td>
<td>19,867</td>
<td>32.6%</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>91,500</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>3,006,103</strong></td>
<td><strong>1,797,854</strong></td>
<td><strong>59.8%</strong></td>
</tr>
</tbody>
</table>

Net income (loss)                     | (92,284) | 229,516  |

Transfer to capital from operations   | -       | -       |

Net change in fund balance            | $ (92,284) | 229,516  |

Beginning Fund Balance                | 220,228  |

Ending Fund Balance                   | $ 449,744 |
Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year -To- Date
February 28, 2019 - Revenues

$1,400,000
$1,250,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0

MILLIONS

DAC
CLC
All Other Rev

71.6%
71.6%
57.1%

$895,455
$895,455
$413,819

$236,460

Budget
Actual
Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date
February 28, 2019 - Expenditures
## General Fund
### Statement of Revenues, Expenditures, and Changes in Fund Balance

**July 2018 Through June 2019 (Unaudited)**

<table>
<thead>
<tr>
<th>Revenues</th>
<th>7440</th>
<th>Revised</th>
<th>Budget</th>
<th>July-18</th>
<th>August-18</th>
<th>September-18</th>
<th>October-18</th>
<th>November-18</th>
<th>December-18</th>
<th>January-19</th>
<th>February-19</th>
<th>Total</th>
<th>Actual/Bgt %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pet licenses-CLC</td>
<td>$50,000</td>
<td>$5,234</td>
<td>$3,556</td>
<td>$3,046</td>
<td>$3,664</td>
<td>$1,580</td>
<td>$1,975</td>
<td>$2,629</td>
<td>$3,379</td>
<td>$25,063</td>
<td>50.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pet licenses-DAC</td>
<td>$20,000</td>
<td>1,764</td>
<td>1,196</td>
<td>1,002</td>
<td>1,548</td>
<td>1,571</td>
<td>1,960</td>
<td>1,467</td>
<td>750</td>
<td>11,278</td>
<td>56.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaccinations</td>
<td>$30,000</td>
<td>2,238</td>
<td>1,715</td>
<td>1,095</td>
<td>1,972</td>
<td>1,245</td>
<td>1,704</td>
<td>1,291</td>
<td>12,505</td>
<td>41.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pet micro-chip</td>
<td>$50,000</td>
<td>2,924</td>
<td>1,483</td>
<td>1,463</td>
<td>1,953</td>
<td>1,415</td>
<td>1,135</td>
<td>2,232</td>
<td>1,457</td>
<td>13,962</td>
<td>27.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onsite adoptions</td>
<td>$60,000</td>
<td>2,632</td>
<td>2,296</td>
<td>2,380</td>
<td>4,210</td>
<td>4,677</td>
<td>2,147</td>
<td>9,680</td>
<td>4,107</td>
<td>32,138</td>
<td>53.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return to owner-DAC</td>
<td>$10,000</td>
<td>1,076</td>
<td>571</td>
<td>966</td>
<td>1,141</td>
<td>502</td>
<td>628</td>
<td>709</td>
<td>993</td>
<td>6,576</td>
<td>65.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return to owner-CLC</td>
<td>$25,000</td>
<td>1,977</td>
<td>2,026</td>
<td>1,709</td>
<td>2,142</td>
<td>1,830</td>
<td>2,148</td>
<td>2,150</td>
<td>2,620</td>
<td>16,502</td>
<td>66.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spay/neuter</td>
<td>$70,000</td>
<td>5,641</td>
<td>6,506</td>
<td>3,793</td>
<td>5,766</td>
<td>2,790</td>
<td>3,337</td>
<td>2,501</td>
<td>2,077</td>
<td>32,411</td>
<td>46.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dona Ana County</td>
<td>$1,250,000</td>
<td>275,000</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>895,454</td>
<td>71.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Las Cruces</td>
<td>$1,250,000</td>
<td>275,000</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>88,636</td>
<td>895,454</td>
<td>71.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Anthony</td>
<td>$3,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,905</td>
<td>186.7%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations &amp; memorials</td>
<td>$33,619</td>
<td>4,326</td>
<td>1,740</td>
<td>5,258</td>
<td>1,646</td>
<td>1,273</td>
<td>1,587</td>
<td>1,180</td>
<td>1,162</td>
<td>18,172</td>
<td>54.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant revenue</td>
<td>$20,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
<td>-</td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Sunland Park</td>
<td>$2,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>140</td>
<td>7.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village of Hatch</td>
<td>$200</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105</td>
<td>52.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other revenue</td>
<td>$23,000</td>
<td>1,885</td>
<td>1,024</td>
<td>8,261</td>
<td>2,732</td>
<td>980</td>
<td>7,569</td>
<td>1,164</td>
<td>906</td>
<td>24,521</td>
<td>106.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>$17,000</td>
<td>2,694</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12,805</td>
<td>-</td>
<td>1,690</td>
<td>17,393</td>
<td>102.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>$2,913,819</td>
<td>582,391</td>
<td>189,384</td>
<td>206,245</td>
<td>203,946</td>
<td>198,075</td>
<td>213,808</td>
<td>227,708</td>
<td>200,809</td>
<td>2,027,370</td>
<td>69.6%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Expenditures | 7440 | Personnel | 1,935,355 | 100,654 | 141,754 | 144,346 | 133,296 | 233,149 | 168,374 | 152,315 | 154,403 | 1,228,290 | 63.5% |
| Temp agency services | 100,000 | 19,587 | (6,553) | 5,073 | 9,865 | 5,510 | 8,663 | 5,139 | - | 45,486 | 45.5% |
| Repairs and maintenance | 45,000 | 1,424 | 2,050 | 7,853 | 3,228 | 381 | 12,661 | 4,729 | - | 6,522 | 38,847 | 86.3% |
| Services | 451,000 | 41,810 | 32,738 | 32,141 | 55,762 | 33,113 | 47,718 | 17,757 | 18,879 | 279,316 | 62.1% |
| Supplies | 237,119 | 6,402 | 17,941 | 25,430 | 21,053 | 17,969 | 19,829 | 16,333 | 26,114 | 144,070 | 60.8% |
| Insurance | 85,129 | - | 22,055 | 2,054 | 10,421 | 2,054 | 2,064 | 2,738 | - | 41,376 | 48.6% |
| Other | 61,000 | 2,382 | 1,151 | 3,412 | 3,773 | 2,619 | 1,125 | 4,017 | 1,389 | 19,867 | 32.6% |
| Depreciation | - | - | - | - | - | - | - | - | - | - | 0.0% |
| Capital outlay | 91,500 | - | - | - | - | - | - | - | - | - | 0.0% |
| **Total expenditures** | 3,006,103 | 174,259 | 209,136 | 220,309 | 237,399 | 294,795 | 251,624 | 203,028 | 207,307 | 1,797,854 | 59.8% |

| Net Operating Income (Loss) | (92,284) | 408,132 | (9,752) | (14,064) | (33,453) | (96,720) | (37,816) | 19,680 | (6,498) | 229,516 |

| Transfers | - | - | - | - | - | - | - | - | - | - | - |

| Net Change in Fund Balance | (92,284) | $408,132 | $ (9,752) | $(14,064) | $(33,453) | $(96,720) | $(37,816) | 19,680 | (6,498) | 229,516 |
Animal Service Center of the Mesilla Valley  
Grants and Donations Schedule  
as of February 28, 2019

<table>
<thead>
<tr>
<th>Fund</th>
<th>Project</th>
<th>Project Name</th>
<th>Award Amount</th>
<th>Life-to-Date Expenditures</th>
<th>Remaining Balance</th>
<th>Type</th>
<th>End Date</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>7441</td>
<td>11627</td>
<td>STERN DONATION</td>
<td>$ 50,000</td>
<td>-</td>
<td>$ 50,000</td>
<td>Donation</td>
<td>upon completion</td>
<td>The Kern donation provides funding strictly for costs associated with the renovation of the cat room.</td>
</tr>
<tr>
<td>7441</td>
<td>11628</td>
<td>PETCO GRANT</td>
<td>$ 38,000</td>
<td>38,000</td>
<td>-</td>
<td>Grant</td>
<td>fully expended</td>
<td>The grant funds support costs associated with constructing a new adoption lobby, office support space, and renovating existing admin area.</td>
</tr>
<tr>
<td>7441</td>
<td>11732</td>
<td>PETSMA RENOVATION</td>
<td>$ 77,000</td>
<td>-</td>
<td>$ 77,000</td>
<td>Grant</td>
<td>07/31/19</td>
<td>The grant funds will be used to construct and renovate the shelter infirmary area, i.e. concrete slab work, plumbing, electrical work.</td>
</tr>
<tr>
<td>7440</td>
<td>11764</td>
<td>PETSMA RENOVATION</td>
<td>$ 20,000</td>
<td>20,000</td>
<td>-</td>
<td>Grant</td>
<td>08/31/19</td>
<td>The grant funds support costs associated with transportation, vaccination, health certificates, medical treatment.</td>
</tr>
</tbody>
</table>
A RESOLUTION TO ADJUST THE ADOPTED FY19 BUDGET ALLOWING FOR ADJUSTMENTS WITHIN VARIOUS LINE ITEM BUDGETS AND TRANSFER ACCOUNTS DUE TO FINAL END-OF-YEAR REVIEW OF REVENUES AND EXPENDITURES

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

WHEREAS, the ASCMV has prepared a proposed, comprehensive end-of-year budget adjustment for the ASCMV fiscal year starting July 1, 2018 through June 30, 2019; and

WHEREAS, the adjustments are necessary due to expenditure variances for FY19

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

(I)

THAT the end-of-year budget adjustment for FY19, reflected in Exhibit “A” attached hereto and made part of this resolution is hereby adopted.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY19 budget for the ASCMV.

(III)

THAT, ASCMV staff be and hereby are authorized to take any action necessary to implement and comply with the budget submitted and approved as part of this resolution.
PASSED AND APPROVED this 14th day of March, 2019.

__________________________________
Board Chair

MOVED BY: ______________________

SECONDED BY: ____________________

VOTE:

Lynn Ellins, Chair_______________________ yea nay

Jack Eakman, Vice-Chair________________________ yes nay

Kasandra Gandara, Member _________________ yea nay

Ramon S. Gonzalez, Member_______________________ yea nay

Fernando R. Macias, Member_______________________ yea nay

Gregory Z. Smith, Member________________________ yea nay

David Dollahon, Ex-Officio Member_______________________ yea nay

ATTEST:

__________________________________
Amanda López Askin, Ph. D., County Clerk
# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

## BUDGET ADJUSTMENT REQUEST

### BUDGET FISCAL YEAR 2018-19

<table>
<thead>
<tr>
<th>7440</th>
<th>ANIMAL SERVICES CENTER</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Original Budget</td>
</tr>
<tr>
<td><strong>RESOURCES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$488,787</td>
<td>488,787</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASCMV Revenues</td>
<td>2,890,200</td>
<td>2,913,819</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>2,890,200</td>
<td>2,913,819</td>
</tr>
<tr>
<td><strong>TOTAL RESOURCES</strong></td>
<td></td>
<td>$3,378,987</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>2,035,355</td>
<td>2,035,355</td>
</tr>
<tr>
<td>Operating</td>
<td>855,629</td>
<td>879,248</td>
</tr>
<tr>
<td>Capital</td>
<td>91,500</td>
<td>91,500</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td></td>
<td>$2,982,484</td>
</tr>
<tr>
<td><strong>ENDING BALANCE</strong></td>
<td></td>
<td>$396,503</td>
</tr>
<tr>
<td>Reserve:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/12th Reserve</td>
<td>248,540</td>
<td>250,509</td>
</tr>
<tr>
<td><strong>UN-RESERVED BALANCE</strong></td>
<td></td>
<td>$147,963</td>
</tr>
<tr>
<td>RESOURCES</td>
<td>Original Budget</td>
<td>Amended Budget</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$1,156,686</td>
<td>1,156,686</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASCMV Revenues</td>
<td>27,501</td>
<td>115,000</td>
</tr>
<tr>
<td>Total Revenues</td>
<td></td>
<td>115,000</td>
</tr>
<tr>
<td><strong>TOTAL RESOURCES</strong></td>
<td><strong>$1,156,686</strong></td>
<td><strong>1,271,686</strong></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Operating</td>
<td>1,184,187</td>
<td>1,233,686</td>
</tr>
<tr>
<td>Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td><strong>$1,184,187</strong></td>
<td><strong>1,233,686</strong></td>
</tr>
<tr>
<td><strong>ENDING BALANCE</strong></td>
<td><strong>$27,501</strong></td>
<td><strong>38,000</strong></td>
</tr>
</tbody>
</table>
A RESOLUTION AUTHORIZING THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO PIGGYBACK CONTRACT 16-477D WITH HENRY SCHEIN ANIMAL HEALTH FOR THE PURCHASE OF MEDICATIONS AND MEDICAL SUPPLIES, IN AN ANNUAL AMOUNT NOT TO EXCEED $125,000 FOR ONE YEAR, WITH AN OPTION OF FOUR ADDITIONAL ONE-YEAR PERIODS SUBJECT TO ANNUAL APPROPRIATIONS AND RENEWAL.

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

WHEREAS, the ASCMV provides medical care and treatment to the animals that are housed at the shelter and provides sterilization procedures for animals adopted from the shelter; and

WHEREAS, a purchase order increase to PO# 19200751 is necessary in order to continue purchasing medical products from Henry Schein Animal Health; and

WHEREAS, as the fiscal agent for the ASCMV, the City of Las Cruces Purchasing Department has followed the procurement guidelines as noted in the attached memo, labeled “Exhibit A”;

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

(I) THAT the ASCMV is authorized to piggyback the contract with Henry Schein Animal Health for the continued purchase of medical products;

(II) THAT the current purchase order established with Henry Schein Animal Health will be increased, not to exceed the amount of $125,000 for the fiscal year;

(III) THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for the ASCMV.
THAT, ASCMV staff be and hereby are authorized to take any action necessary to implement and comply with the adjustment submitted and approved as part of this resolution.

PASSED AND APPROVED this 14th day of March, 2019.

_________________________________
Board Chair

MOVED BY: ______________________

SECONDED BY: __________________

VOTE:
Lynn Ellins, Chair ____________________________  ___yea___nay
Jack Eakman, Vice-Chair ____________________________  ___yes___nay
Kasandra Gandara, Member ____________________________  ___yea___nay
Ramon S. Gonzalez, Member ____________________________  ___yea___nay
Fernando R. Macias, Member ____________________________  ___yea___nay
Gregory Z. Smith, Member ____________________________  ___yea___nay
David Dollahon, Ex-Officio Member ____________________________  ___yea___nay

ATTEST:
_________________________________
Amanda López Askin, Ph. D., County Clerk
MEMORANDUM

To: Stuart C. Ed, City Manager
From: Dave Duncan, Buyer
Date: July 12, 2018
Subject: Approval of Contract Piggyback for Animal Pharmaceuticals

Purchasing is requesting permission to piggyback contract 16-477D between Pinellas County (Florida) and Butler Animal Health Holding, LLC dba Henry Schein Animal Health Group. This contract was the result of competitive bid number 156-0368-B(JJ), which received 3 responsive bids. The Animal Services Center of the Mesilla Valley has used this vendor for many years, and are very satisfied with their products and service for drugs and pharmaceuticals. Unfortunately, in May of this year, the Animal Health Division of Henry Schein Inc. spun off and formed a new entity, thereby nullifying the State of New Mexico Purchasing Division contract that we previously utilized for these goods, and we were left to explore other avenues for this procurement.

There are two major advantages to piggybacking the Pinellas County contract with this vendor:

1 - Many of the drugs that are used by Animal Services Center of the Mesilla Valley (ASCMV) and represented in the invitation to bid are considered "volatile" from a pricing perspective. Many products in the veterinary drug and supply industry have singular manufacturers, or singular manufactured components which may become unavailable, or difficult to purchase due to short supply. This unique difficulty with the manufacturing supply chain creates shortages that cause the costs to fluctuate and increase quickly. With this in mind, included in the bid document was a price adjustment clause to encourage competition; otherwise due to the pricing instability of many drugs, firms would not bid. Firms had to specify in their bid submittal the drugs deemed volatile and eligible for adjustment. Throughout the term of the contract, before adjustment occurs, firms must submit wholesaler/manufacturer supported documentation to be verified by Pinellas County staff, thus saving the City of Las Cruces and ASCMV the man hours and expense of tracking these volatile prices.

2 - By utilizing this existing agreement, we will be able to take advantage of the volume discount that Pinellas County has with this vendor. Our typical volume with
this vendor is approximately $75,000.00 annually. Pinellas County's is approximately $420,000.00. Therefore, their pricing would be more advantageous because of their sheer volume.

Please let me know if you require additional information.

cc: Deb Smith, Purchasing Manager
cc: William Studer, Assistant City Manager
Approved: □
Disapproved: □

Stuart C. Ed, City Manager

Date