

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
BOARD OF DIRECTORS
AGENDA**

Thursday, April 23rd, 2020 at 9:00am.

Individuals may view this meeting on CLC-TV, cable channel 20 on Comcast, or YouTube.com/clctv20.

The health, safety and well-being of our community are a top priority for the ASCMV and its Board of Directors. As such, and consistent with and in support of the direction from Gov. Michelle Lujan Grisham and the new Department of Health public health order, the Board Meeting will be held via **video conference**. In an effort to seek public input, we ask that you e-mail any comments/questions/concerns to one of the following:

Clint Thacker – cthacker@las-cruces.org

Bernice Navarro – bnavarro@las-cruces.org

If you need an accommodation for a disability to enable you to fully participate in this event, please contact us 72 hours before this event at 575-541-2115/V. Posted dated: April 20th, 2020.

I. Call to Order & Determination of a Quorum

II. Changes to Agenda and Approval of Agenda

III. Minutes

- a. Approval of the Minutes from the regular ASCMV Board Meeting held March 26th, 2020.

IV. 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 – Yvonne Flores, Committee Chair
 - 3. Facilities – Kasandra Gandara, Committee Chair
- d. CfPP Report

V. Action Items

- a. Resolution 2020-10_Adopt New Leave and Work Policies Regarding Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion
- b. Resolution 2020-11_Contract Piggyback for MWI Veterinary Supply Company dba MWI Animal Health
- c. Resolution 2020-12_Adopt the ASCMV FY2021 Annual Budget

VI. Public Input

VII. Chair and Board Comments

VIII. Adjournment



1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **March 26, 2020 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Yvonne Flores- Chairperson
8 Manuel Sanchez - Vice-Chair (phone)
9 Tessa Abeyta-Stuve - Board Member
10 Kasandra Gandara - Board Member
11 Ramon S. Gonzalez - Board Member
12 David Dollahon - Ex-Officio Member
13 Jeanne Quintero - Ex-Officio Member
14

15 **BOARD MEMBERS ABSENT:**

16 Lynn Ellins - Board Member
17

18 **I. Call to Order & Pledge of Allegiance (9:02 PM)**

19
20 ALL STAND FOR PLEDGE OF ALLEGIANCE.
21

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

23
24 A quorum was determined to be present.
25

26 **III. Changes to Agenda and Approval of Agenda**

27
28 Clint Thacker suggested skipping the reports/presentation. There are people that
29 would usually report but are not present, City and County. And also due to the
30 circumstances we would like to get this meeting and get to the topics of discussion
31 and actions as soon as possible. The presentations were presented to the Board,
32 so the Board can look at those freely and e-mail the respective people for any
33 questions. Zero in 7 was brought up but it is not on the agenda and it was decided
34 not to include it due to the current circumstances. The committees did not meet or
35 had no reports to make.
36

37 Board Member Gonzales motioned the agenda with changes, and Board Member
38 Gandara seconded.
39

40 MOTION PASSES UNANIMOUSLY.
41

42 **IV. Minutes**

43
44 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
45 **February 27, 2020**
46

1 Board Member Gonzales motioned the minutes of February 27, 2020, and
2 Board Member Gandara seconded. The motion passed unanimously.

3
4 **B. Approval of the Minutes from ASCMV Work Session held March 5,**
5 **2020**

6
7 Board Member Gonzales motioned the minutes of March 5, 2020, and
8 Board Member Gandara seconded. The motion passed unanimously.

9
10 **C. Approval of the Minutes from ASCMV Work Session held March 19,**
11 **2020**

12
13 Board Member Gandara motioned the agenda with changes, and Board
14 Member Gonzalez seconded. The motion passed unanimously.

15
16 **V. Reports / Presentations REMOVED FROM THE AGENDA.**

17
18 For the record, no reports from the Finance Committee, the Executive Committee,
19 or Facilities Committee because none of those committees met.

20
21 **VI. Discussion Items**

22
23 **A. ASCMV FY20-21 Budget**

24
25 Clint Thacker stated there is a need to set a special meeting and work
26 session to discuss the budget and then have permission or approval from
27 the Board to call a special meeting to approve the budget. The budget
28 needs to be approved before the end of the month April Board Meeting so
29 the City can act on that approval. There needs to be special permission
30 from the Board to have a special meeting.

31
32 Board Member Sanchez moved to authorize a special meeting of the
33 ASCMV Board, and seconded by Board Member Gandara. The motion was
34 approved unanimously.

35
36 The work session will be properly noticed per Open Meetings Act with the
37 Special meeting in the near future. There may need to be more work
38 sessions depending on reviewing the budget and Board feedback.

39
40 **VII. Action Items**

41
42 **A. Resolution 2020-09: Adopt New Leave and Work Policies Regarding**
43 **Extraordinary Leave, Quarantine Leave and Remote Work**

44
45 Clint Thacker would like to have approved the policies of quarantine leave,
46 extraordinary leave, and remote work. This mirrors the City leave policies

1 that we introduced by the City of Las Cruces. This assures no loss of job
2 due to quarantine. Extraordinary leave has 15 days for employee. Remote
3 work is basically an agreement and outlines how remote work is done, set
4 up, and provides a form for agreement on the remote work until further
5 notice. Some minor changes to the policy, changing City Manager to
6 Executive Director, and City was replaced with ASCMV. This policy would
7 cover all 62 people with the ASCMV. Quarantine time was not limited but
8 the extraordinary leave is 15 days. Board Member Dollahon expounded on
9 the City's view and extraordinary leave was for people who could not be in
10 the office because of care of family member, or family member under
11 quarantine, or take care of children and could not remote work from home
12 based on the nature of their job. Extraordinary leave guarantees pay.
13 Quarantine leave for people who are on quarantine either through medical
14 orders or based on the public health order, based on recent travel, which
15 was 14 days in succession, but not necessarily paid workdays, that 14
16 calendar days, and paid whatever would be their normal schedule.
17 Quarantine and extraordinary could also be on remote work depending on
18 the availability of their schedule and well being.

19
20 Chairperson Flores questioned whether how the leaves will work. Board
21 Member Dollahon stated quarantine leave and extraordinary leave are
22 leave types, where the employees are not expected to work and their time
23 is accounted for as leave. They can reduce the amount leave taken, i.e.
24 extraordinary or quarantine leave by doing remote work depending on their
25 physical well being and their ability to work remotely. Not all positions
26 qualify for remote work. Example: kennel person would work half day and
27 then on extraordinary leave for the other half of the day. Remote work
28 requires checking in with supervisor daily. There is a new federal act taking
29 effect April 2, Families First Corona Response Act that addresses extended
30 leave under FMLA. The City is working on implementing that and so will
31 Clint. This is to get employees paid from March 11th to April 2nd.

32
33 Chairperson Flores was concerned about job security and Board Member
34 Dollahon stated that this policy is affording both job security and pay
35 security.

36
37 Board Member Gandara asked about how many employees working
38 remotely. The Center currently has four employees; Volunteer Coordinator,
39 Spay and Neuter Coordinator, two Adoption Coordinators. Also
40 Management Analysis that is also on remote. There are no quarantine but
41 there are some extraordinary leave, custodian because of the minimal he
42 does of emptying garbage and sweep floors, he does not disinfect. Also
43 some individuals that are part time; kennel workers have reduced hours just
44 to minimize contact with people. Front office staff are also utilizing due to
45 closed to the public. Some managers have started rotation basis, i.e.
46 population supervisor and kennel supervisor. Executive Director and

1 Medical Director are alternating days at the Center. Also the Operations
2 Manager and front office person as well.

3
4 Board Member Gandara asked if people were going to the Center. Clint
5 Thacker said yes. All recommendations of the Governor are being done for
6 no groups over five people and social distancing. Adoptions are going well
7 average. The population at the center is the lowest it has been in a long
8 time. Getting ready to go below 300. This all happened due to, fosters,
9 decreased intake from ACO, only emergency intakes.

10
11 Animals are being well cared for, being properly fed. Surgeries are being
12 done on an as needed basis now. COVID-19 cannot be carried by
13 companion animals and therefore there are none at the Center right now
14 quarantined for such. The Center will implement an additional step of
15 washing the animals if they come from homes of people who were COVID-
16 19 positive as it can be on their fur, but the animal does not have COVID-
17 19.

18
19 Board Member Gandara moved to approve Resolution 2020-09 and
20 seconded by Board Member Gonzales. The motion was approved
21 unanimously.

22 23 **VIII. Public Input**

24
25 Frank Bryce wanted an answer as to how the 400 animals at the Center right now,
26 what is stopping that number from being as high as it was, up almost 800. Is it
27 return with microchips, spay and neuter? Analysis for that. Analysis of all the stuff
28 that is being done at the shelter now that is currently in effect to looked at and
29 carried on after this passes. If it is effective now it should be effective in the future
30 even without the pandemic issues.

31 32 **IX. Chair and Board Comments**

33
34 Board Member Gonzales complimented Clint Thacker and the staff for having done
35 a remarkable job and work is greatly appreciated.

36
37 Jeanne Quintero stated she had the numbers for the ACO, return to owner rate in
38 February 2020 was 62 dogs, before implemented procedures under the pandemic
39 conditions. March is estimated to be even more so. Believes that helps the Center
40 by not taking any of these dogs to the Center if can locate the owner and return
41 the animal. Stated the same policy will probably be in effect even after the
42 pandemic restrictions are lifted.

43
44 Chairperson Flores also thanked Clint Thacker, the staff, Bernice, and everybody
45 at the Center.

1 **X. Adjournment (9:36 AM)**

2
3 Board Member Gonzales moved to adjourn the meeting, Board Member Gandara
4 seconded.

5
6 **BOARD OF DIRECTORS**

7
8 _____
9 Yvonne Flores, Chairperson

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11 _____
12 Manuel Sanchez, Vice-Chair

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15 Tessa Abeyta-Stuve, Board Member

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18 Lynn Ellins, Board Member

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21 Kasandra Gandara, Board Member

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24 Ramon S. Gonzalez, Board Member

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31 **ATTEST:**

32
33
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35 _____
36 Amanda Lopez Askin, County Clerk



MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Medina, Accounting Manager **Initials:** JM
Date: April 23, 2020 **File #:**
Subject: Animal Service Center of the Mesilla Valley (ASCMV) Unaudited Financial Report for March 31, 2020.

Attached is the unaudited financial report of the Animal Service Center of the Mesilla Valley for the period ending March 31, 2020. Below are some observations for your consideration:

- The General Fund Statement of Net Position (page 1) shows cash of \$246,743. Accounts receivable balance is \$91,156 which includes \$2,240 due from the City of Anthony for animal intakes and \$280 due from the City of Sunland Park, and \$88,636 due from Dona Ana County. Outstanding payroll liabilities are \$61,934, and revenue collected in advance is \$505. The Unassigned Fund balance is \$271,102. The Capital Projects Fund shows a restricted fund balance of \$3,565 for the Stern Cat Room Donation.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$2,166,263. YTD operating expenditures are at \$1,995,433, which results in an increase in Net Fund Balance of \$93,330 after transfers.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 75.6% of budgeted revenues and 70.4% of budgeted expenditures have been recognized. The budget parameter for the month is 75.0%.
- Due to not being fully staffed temporary services is at 88.7% of budget. Purchased services is at 79.6% of budget due to medical supplies purchases from IDEXX Distribution Inc. and MWI Veterinary Supplies. All other expenditures in the General Fund are within the budget guideline.
- The Grants and Donations Schedule on page 7 provides a summary of grants and donations received.

CC: Terri L. Gayhart, MBA, CPA CGMA, Finance Director
CC: Amador Espinosa, Accountant

Initials: TM
Initials: AE

Animal Service Center of the Mesilla Valley
Statement of Net Position
March 31, 2020 (Unaudited)

	<u>Fund 7440</u> <u>General Fund</u>	<u>Fund 7441</u> <u>Capital Projects</u>	<u>Fund 9440</u> <u>Capital Assets</u>	<u>Statement of</u> <u>Net Position</u>
Assets				
Current Assets				
Cash & investments	\$ 246,743	\$ 3,565	\$ -	\$ 250,308
Accounts receivable	91,156	-	-	91,156
Total Current Assets	<u>337,899</u>	<u>3,565</u>	<u>-</u>	<u>341,464</u>
Capital Assets				
Equipment, net of accum depr	-	-	265,812	265,812
Total Capital Assets	<u>-</u>	<u>-</u>	<u>265,812</u>	<u>265,812</u>
Total Assets	<u>\$ 337,899</u>	<u>\$ 3,565</u>	<u>\$ 265,812</u>	<u>\$ 607,276</u>
Liabilities				
Current Liabilities				
Accounts payable	4,358	-	-	4,358
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	61,934	-	-	61,934
Revenue collected in advance	505	-	-	505
Total Current Liabilities	<u>66,797</u>	<u>-</u>	<u>-</u>	<u>66,797</u>
Fund Balance				
Required reserve	-	-	-	-
Restricted	-	3,565	-	3,565
Unassigned	271,102	-	265,812	536,913
Total Fund Balance	<u>271,102</u>	<u>3,565</u>	<u>265,812</u>	<u>540,478</u>
Total Liabilities and Fund Balance	<u>\$ 337,899</u>	<u>\$ 3,565</u>	<u>\$ 265,812</u>	<u>\$ 607,276</u>

Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
For the Period Ended March 31, 2020 (Unaudited)

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
Revenues				
Pet licenses-CLC	\$ 23,090	\$ -	\$ -	\$ 23,090
Pet licenses-DAC	9,027	-	-	9,027
Vaccinations	12,927	-	-	12,927
Pet micro-chip	6,988	-	-	6,988
Onsite adoptions	42,165	-	-	42,165
Return to owner-DAC	7,425	-	-	7,425
Return to owner-CLC	10,665	-	-	10,665
Spay/neuter	15,086	-	-	15,086
Dona Ana County	984,091	-	-	984,091
City of Las Cruces	984,091	-	-	984,091
City of Anthony	7,455	-	-	7,455
Donations & memorials	13,816	-	-	13,816
Grant revenue	24,495	13,344	-	37,839
City of Sunland Park	280	-	-	280
Village of Hatch	-	-	-	-
Other revenue	16,059	-	-	16,059
Investment income	8,603	-	-	8,603
Total revenues	<u>2,166,263</u>	<u>13,344</u>	<u>-</u>	<u>2,179,607</u>
Expenditures				
Personnel	1,466,282	-	-	1,466,282
Temp agency services	62,107	-	-	62,107
Repairs and maintenance	13,068	-	-	13,068
Services	226,879	-	-	226,879
Supplies	161,326	-	-	161,326
Insurance	46,088	-	-	46,088
Other	19,683	-	-	19,683
Depreciation	-	-	34,041	34,041
Capital outlay	-	48,170	-	48,170
Total expenditures	<u>1,995,433</u>	<u>48,170</u>	<u>34,041</u>	<u>2,077,644</u>
Net Operating Income (Loss)	<u>170,830</u>	<u>(34,826)</u>	<u>(34,041)</u>	<u>101,963</u>
Transfers	77,500	(77,500)	-	-
Net Change in Fund Balance	<u>93,330</u>	<u>42,674</u>	<u>(34,041)</u>	<u>101,963</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Beginning Fund Balance	<u>177,772</u>	<u>(39,109)</u>	<u>299,853</u>	<u>438,515</u>
Ending Fund Balance	<u>\$ 271,102</u>	<u>\$ 3,565</u>	<u>\$ 265,812</u>	<u>\$ 540,478</u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance - Budget and Actual
For the Period Ended March 31, 2020 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Pet licenses-CLC	\$ 59,608	\$ 23,090	38.7%
Pet licenses-DAC	18,000	9,027	50.2%
Vaccinations	14,339	12,927	90.2%
Pet micro-chip	37,718	6,988	18.5%
Onsite adoptions	51,787	42,165	81.4%
Return to owner-DAC	6,083	7,425	122.1%
Return to owner-CLC	20,517	10,665	52.0%
Spay/neuter	45,588	15,086	33.1%
Dona Ana County	1,250,000	984,091	78.7%
City of Las Cruces	1,250,000	984,091	78.7%
City of Anthony	6,000	7,455	124.3%
Donations & memorials	21,263	13,816	65.0%
Grant Revenue	28,853	24,495	84.9%
City of Sunland Park	2,858	280	9.8%
Village of Hatch	338	-	0.0%
Other revenue	35,156	16,059	45.7%
Investment income	18,235	8,603	47.2%
Total revenues	<u>2,866,343</u>	<u>2,166,263</u>	75.6%
Expenditures			
Personnel	2,128,116	1,466,282	68.9%
Temp agency services	70,000	62,107	88.7%
Repairs and maintenance	33,429	13,068	39.1%
Services	285,038	226,879	79.6%
Supplies	216,047	161,326	74.7%
Insurance	62,139	46,088	74.2%
Other	38,504	19,683	51.1%
Capital outlay	-	-	0.0%
Total expenditures	<u>2,833,273</u>	<u>1,995,433</u>	70.4%
Net income (loss)	<u>33,070</u>	<u>170,830</u>	
Transfer to capital from operations	<u>105,500</u>	<u>77,500</u>	
Net change in fund balance	<u>\$ (72,430)</u>	<u>93,330</u>	
Beginning Fund Balance		<u>177,772</u>	
Ending Fund Balance		<u>\$ 271,102</u>	

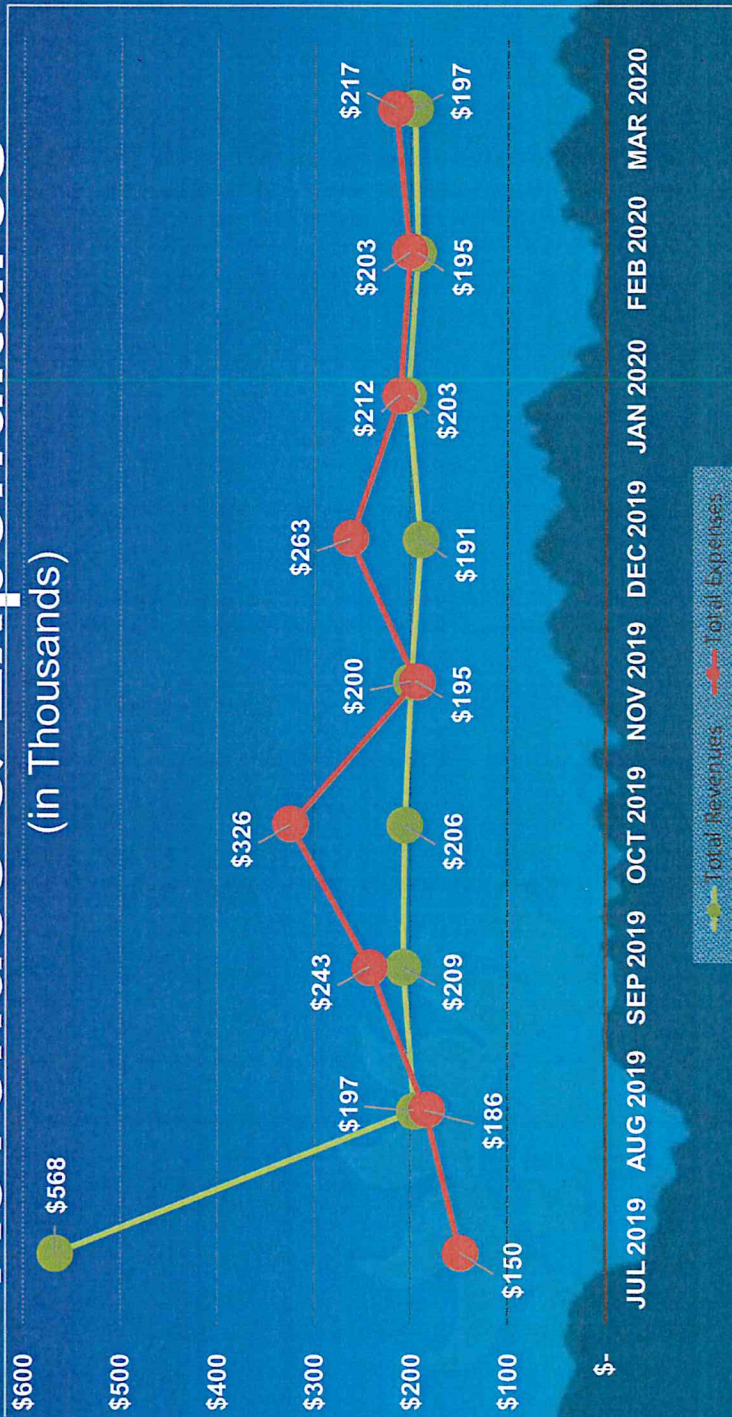
Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
as of March 31, 2020 (Unaudited)

General Fund
7440

Revenues	Revised Budget	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20	Total	Actual/Bgt. %
Pet licenses-CLC	\$ 59,608	\$ 3,838	\$ 3,611	\$ 2,957	\$ 2,468	\$ 2,192	\$ 1,040	\$ 3,238	\$ 1,441	\$ 2,305	\$ 23,090	38.7%
Pet licenses-DAC	18,000	968	1,159	974	1,238	1,094	463	1,554	555	1,022	9,027	50.2%
Vaccinations	14,339	858	1,085	8,389	245	553	110	601	450	636	12,927	90.2%
Pet micro-chip	37,716	4,816	1,390	2,235	295	400	170	465	475	570	6,988	18.5%
Onsite adoptions	51,787	6,083	6,444	6,621	4,780	4,325	1,225	5,870	4,011	4,073	42,165	81.4%
Return to owner-DAC	20,517	782	727	1,080	368	996	420	755	683	1,614	7,425	122.1%
Return to owner-CLC	45,588	2,045	1,487	1,109	490	375	610	1,419	935	2,195	10,665	52.0%
Spay/neuter	1,250,000	275,003	88,636	88,636	1,585	2,254	960	3,000	1,573	2,473	15,086	33.1%
Dona Ana County	1,250,000	275,003	88,636	88,636	88,636	88,636	88,636	88,636	88,636	88,636	984,091	78.7%
City of Las Cruces	6,000	-	-	2,415	-	3,325	-	1,715	-	-	984,091	78.7%
City of Anthony	21,263	901	1,273	781	1,553	1,306	1,036	4,879	626	1,461	7,455	124.3%
Donations & memorials	28,853	-	-	-	9,997	4,528	6,700	-	3,270	-	13,816	65.0%
Grant revenue	2,858	-	-	-	-	-	-	-	-	-	24,495	84.9%
City of Sunland Park	338	-	-	-	-	-	-	-	-	-	280	9.8%
Village of Hatch	35,156	935	1,284	630	4,869	1,297	389	1,547	2,116	2,992	16,059	45.7%
Other revenue	18,235	-	-	4,078	1,307	-	1,055	573	1,098	492	8,603	47.2%
Investment income	2,866,343	567,852	198,871	209,128	206,467	199,917	191,450	203,168	194,505	197,105	2,166,263	75.6%
Total revenues												
Expenditures												
Personnel	2,128,116	112,966	162,934	162,831	240,715	162,200	161,200	151,909	154,584	156,943	1,466,282	68.9%
Temp agency services	70,000	-	2,800	12,945	4,472	7,222	16,579	4,962	9,143	3,984	62,107	88.7%
Repairs and maintenance	33,429	1,348	926	2,146	1,257	1,658	1,285	1,503	1,206	1,739	13,068	39.1%
Services	285,038	15,856	8,083	22,812	44,141	17,473	38,834	25,275	26,301	28,104	226,879	79.6%
Supplies	216,047	5,334	7,049	39,689	14,796	5,850	36,344	21,463	9,600	21,201	161,326	74.7%
Insurance	62,139	12,916	783	-	15,902	-	7,677	4,804	-	4,006	46,088	74.2%
Other	38,504	1,805	3,017	2,924	4,353	1,061	1,132	2,364	1,886	1,141	19,683	51.1%
Depreciation	-	-	-	-	-	-	-	-	-	-	-	0.0%
Capital outlay	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total expenditures	2,833,273	150,225	185,592	243,347	325,636	195,464	263,051	212,280	202,720	217,118	1,995,433	70.4%
Net Operating Income (Loss)	33,070	417,427	11,279	(34,219)	(119,169)	4,453	(71,601)	(9,112)	(8,215)	(20,013)	170,830	
Transfers	105,500	-	-	-	-	77,500	-	-	-	-	77,500	
Net Change in Fund Balance	\$ (72,430)	\$ 417,427	\$ 11,279	\$ (34,219)	\$ (119,169)	\$ (73,047)	\$ (71,601)	\$ (9,112)	\$ (8,215)	\$ (20,013)	\$ 93,330	

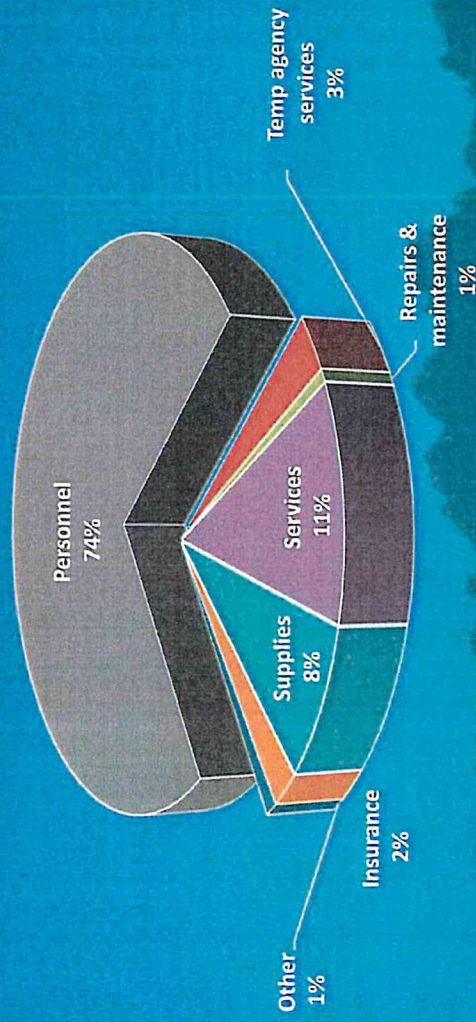
Revenues & Expenditures

(in Thousands)



YTD Total
Expenditures:
\$1,995,433

% of Total Expenditures



Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of March 31, 2020

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7440	11864	Best Friends	\$ 25,000	21,225	\$ 505	Local Grant	7/1/19 to 7/31/2020	The purpose of the grant is to waive the first-time impound and hold fees in addition to help reduce shelter deaths for cats and dogs.
7441	11627	Stern Donation	\$ 50,000	46,435	\$ 3,565	Donation	Upon completion	The Kern donation provides funding strictly for costs associated with the renovation of the cat room.

Animal Services Center of the Mesilla Valley

Monthly Statistics Report-March 2020

INTAKE		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestoc k (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
	City of Las Cruces										
	Owner Surrender	37	10			3					50
	Returned Adoptions	3	1				1				5
	Seized/Welfare Hold	10	3								13
	Strays (brought in by the public)	44	15	1		2	1				63
	Strays (brought in by Animal Control)	75	58	1				3		1	138
	Wildlife										0
	Subtotal City of Las Cruces	169	87	2	0	5	2	3	0	1	269
	Doña Ana County										
	Owner Surrender	51	2								53
	Returned Adoptions	1	0								1
	Seized/Welfare Hold	5	2								7
	Strays (brought in by the public)	27	7								34
	Strays (brought in by Animal Control)	84	37								121
	Wildlife							2		3	5
	Subtotal Doña Ana County	168	48	0	0	0	0	2	0	3	221
	Anthony, NM	15	22								37
	Hatch	0	1								1
	Mesilla										0
	Sunland Park										0
	WSMR										0
	Born In Care										0
	Community Cats										0
	Jurisdiction Unknown/Other										0
											0
	Total Intake	352	158	2	0	5	2	5	0	4	528

OUTCOME <i>(city and county)</i>	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestoc k <i>(horse, goat, sheep, pig, donkey)</i>	Wildlife <i>(skunk, bat, coyote, fox, raccoon)</i>	Total
Admin Missing										
Foster-Escaped										0
Foster-Lost Contact	1									1
Foster-Stolen From	2									2
FTA-Escaped		1								1
FTA-Lost Contact	3	2								5
FTA-Gave Away (Foster)	1									1
Offsite-Missing										0
Offsite-Stolen From										0
Shelter-Escaped										0
Shelter-Missing	1									1
Shelter-Stolen										0
Subtotal Admin Missing	8	3	0	0	0	0	0	0	0	11
Adoptions	144	58			3	1	2	1		209
Expired in Shelter Care	4	1	1							6
Expired in Foster Care	0	1								1
DOA										0
Return to Owner	91	8				1				100
Transferred Out (Rescues)	140	51							1	192
Community Cats (TNR)		39								39
Wildlife Release										0
Owner Request Euthanasia	41	7								48
Euthanized										0
Behavior - Aggressive - Dog	12	0								12
Behavior - Aggressive - Human	1	4								5
Behavior - Feral	0	30								30
Behavior - High Arousal Level	1	0								1
Behavior - Problem Eliminator										0
Behavior - Resources Guarding										0
Behavior - Timid	1	0								1
Behavior - Timid - Fear Biter	1	0								1
Court Order	1	0								1
Medical Issues General	3	3			2					8
Medical - Distemper - TX										0
Medical - Distemper - Non TX										0
Medical - Distemper - Exposed										0
Medical - Felv										0
Medical - FIV										0
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass										0
Medical - Neurological										0
Medical - Organ Failure										0

		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestoc k (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
	Medical - Parvo - TX	1	0								1
	Medical - Parvo - Non TX										0
	Medical - Pregnant										0
	Medical - Prolapse										0
	Medical - Respiratory Signs - TX	6	0								6
	Medical - Respiratory Signs - Non TX	0	2								2
	Medical - Ringworm										0
	Medical - Too Old										0
	Medical - Too Young										0
	Medical - URI - TX										0
	Medical - URI - Non TX										0
	Rabies Suspect										0
	Rabies Suspect - Injured	0	1								1
	Rabies Suspect - Wildlife									1	1
	Rabies Suspect - Sick/Symptomatic										0
	Severe Injuries - General	0	3					1			4
	Severe Injuries - Animal Attack	1	0					1			2
	Severe Injuries - Hit By Car	0	1								1
	Space - General										0
	Space - Behavior										0
	Space - Medical										0
	Wildlife - Nuisance									3	3
	Subtotal Euthanized	28	44	0	0	2	0	2	0	4	80
	Euthanasia Rate	8.0%	27.8%	na	na	40.0%	na	40.0%	na	100.0%	15.2%
	Total Outcome	456	212	1	0	5	2	4	1	5	686

Grand Total	Intake*	352	158	2	0	5	2	5	0	4	528
	Outcome*	456	212	1	0	5	2	4	1	5	686
Statistics	Live Release Rate	93.1%	78.0%	#DIV/0!	na	60.0%	100.0%	50.0%	100.0%	20.0%	87.1%
	Euthanized, Expired in Care, DOA	32	45	1	0	2	0	2	0	4	86
	Average Intake/day	11.4	5.1	0.1	0.0	0.2	0.1	0.2	0.0	0.1	17.0
	Average Outcome/day	14.7	6.8	0.0	0.0	0.2	0.1	0.1	0.0	0.2	22.1
	Average Euthanizations/day	0.9	1.4	0.0	0.0	0.1	0.0	0.1	0.0	0.1	2.6
	Average RTO/day	2.9	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.2
	Average Adoptions/day	4.6	1.9	0.0	0.0	0.1	0.0	0.1	0.0	0.0	6.7

**ANIMAL SERVICES CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2020-10**

RESOLUTION TO ADOPT TWO NEW POLICIES REGARDING EMERGENCY PAID SICK LEAVE AND EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION.

WHEREAS, the Animal Services Center of the Mesilla Valley (ASCMV) is committed to the health and safety of its employees and our community; and

WHEREAS, the ASCMV supports the recommendations made by the State of New Mexico to limit public gatherings and person-to-person contact; and

WHEREAS, based on the Governor's Executive Order 2020-004 issued on March 11, 2020 and the Public Health Orders issued by the New Mexico Department of Health Cabinet Secretary.

NOW THEREFORE, the Board of Directors of the Animal Services Center of the Mesilla Valley hereby resolves that:

(I)

THAT the new policies regarding Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion be adopted and placed in the current ASCMV Policies and Procedures Manual; and

(II)

THAT the policies reflected in exhibits "A" and "B" attached hereto and made part of this resolution are hereby adopted.

PASSED AND APPROVED this 23rd day of April, 2020.

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Yvonne Flores, Chair_____ ____yea____nay

Manuel Sanchez, Vice-Chair_____ ____yea____nay

Lynn Ellins, Member _____ ____yea____nay

Kasandra Gandara, Member _____ ____yea____nay

Ramon S. Gonzalez, Member_____ ____yea____nay

Tessa Abeyta-Stuve, Member_____ ____yea____nay

David Dollahon, Ex-Officio Member_____ ____yea____nay

Jeanne Quintero, Ex-Officio Member_____ ____yea____nay

ATTEST:

Amanda López Askin, Ph. D., County Clerk

ASCMV Policy# II.5-27
Effective Date: April 1, 2020

Subject: EMERGENCY PAID SICK LEAVE

I. PURPOSE

The purpose of this policy is to outline the provisions and implementation of the Emergency Paid Sick Leave Act provided for in H.R.6201 -Families First Coronavirus Response Act (FFCRA or Act).

II. OBJECTIVE

The Act requires certain employers to provide their employees with paid sick leave for specified reasons related to COVID-19. These provisions will be in effect from April 1, 2020 through December 31, 2020.

III. DEFINITIONS

- A. The term 'child' means a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability.
- B. The term 'childcare provider' means a provider who receives compensation for providing childcare services on a regular basis. A childcare provider may also include a grandparent, sibling, or aunt/uncle living in a different residence whether paid, or unpaid.
- C. The term 'school' means an elementary school or secondary school.
- D. The term 'elementary school' means a nonprofit institutional day or residential school, including a public elementary charter school, that provides elementary education, as determined under State law.
- E. The term 'secondary school' means a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under State laws, except that the term does not include any education beyond grade 12.
- F. The term isolation is used for those who have known, or suspected, COVID-19 infection (they are sick).
- G. The term quarantine is for those who are, or have been, exposed to a verified COVID-19 infection.
- H. The term 'emergency responder' is defined as anyone necessary for the provision of transport, care, healthcare, comfort and nutrition of such patients, or others needed for

the response to COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency, as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual whom the highest official of a State or territory, including the District of Columbia, determines is an emergency responder necessary for that State's or territory's or the District of Columbia's response to COVID-19.

IV. POLICY

- A. Certain employees may be declared as exempt from the provisions of the Emergency Paid Sick Leave Act. Emergency responders shall be designated as exempt from this form of leave.
- B. Department Directors, or their designee, may recommend the positions to include in this exempted group. The Executive Director shall make the final determination of positions not eligible for this form of leave.
- C. Upon the effective date of the Act, the ASCMV may provide up to two weeks (80 hours, or part-time employee's two-week equivalent) of paid sick leave to those eligible.
- D. The number of hours will be based on their regularly scheduled hours of work, regardless of their category of employment, or probationary status. This includes those employees that are not eligible to accrue, or have granted, any other forms of leave.
- E. The Department Director, or designee, is required to submit a schedule of the regular hours worked by the employee.
- F. If hours fluctuate, the average number of hours that the employee was scheduled to work over the six-month period preceding the date leave is requested shall be calculated. If the employee has not worked six months, the average of hours worked from the date of hire shall be calculated.
- G. These hours will be paid at their regular rate of pay and in accordance with the Fair Labor Standards Act (FLSA).
- H. Payment of these leave hours used will be issued as part of the regular payroll and be based on the employees' hourly rate of pay. Any other amounts due as part of the regular rate of pay calculation will be issued as an add-pay on the pay period following the exhaustion of this leave.
- I. The leave provided for under this policy to eligible employees may be used before other paid leave available to the employee. The ASCMV shall not require the use of other accrued paid leave to eligible employees before granting the use of qualifying leave under this policy.
- J. Paid sick time under this policy may not carry-over from one year to the next and will end in accordance with the provisions of the Act.

- K. The ASCMV will not pay an employee for unused emergency paid sick leave if the employee resigns, retires, or is terminated.

V. GENERAL GUIDELINES

- A. The ASCMV will provide paid sick time, up to the available limit specified, to eligible employees who are unable to work, on-site or remotely, due to the effects of COVID-19. This leave will be made available on the effective date of the Act for eligible employees that meet one of the following:
 - 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID- 19;
 - 2. has been advised by a health-care provider to self-quarantine related to COVID-19;
 - 3. is experiencing COVID-19 symptoms and seeking a medical diagnosis;
 - 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 - 5. is caring for their dependent child whose school, or place of care is closed, or childcare provider is not available, due to COVID-19 related reasons; or
 - 6. is experiencing a substantially similar circumstance related to COVID-19 as specified by the Department of Health and Human Services.
- B. The use of this leave may be granted intermittently, if the leave is needed to care for a dependent child as outlined in section IV.A5. Consideration will be given to operational needs and availability of remote work.

VI. PROCEDURES

- A. Employees must request this form of leave through their supervisor by completing the Emergency Paid Sick Leave Form provided for by Human Resources. The employee will be required to provide appropriate documentation in support of the reason for the leave. Examples of required documents are provided for on the Emergency Paid Sick Leave Form.
- B. Any documentation that includes medical information shall be submitted to the Human Resources Department for review and verification of the qualifying reason for leave. This information shall not be reviewed, or retained, by the employee's supervisor or at the Department level.
- C. The employee must identify the qualifying reason for leave as outlined in section IV.A items 1 - 6. Appropriate documentation may include, but not be limited to:
 - 1. Dates for which the leave is requested;
 - 2. Documentation from a healthcare provider that supports the reason and length of leave requested;
 - 3. Proof that school, or place of care, is closed, or other childcare pr provider is unavailable, due to COVID-19 related reasons.

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2020-11**

A RESOLUTION AUTHORIZING THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY TO PIGGYBACK AND COEXIST WITH CITY OF AUSTIN CONTRACT MA 9200 NA170000218 WITH MWI VETERINARY SUPPLY COMPANY dba MWI ANIMAL HEALTH FOR THE PURCHASE OF ANIMAL PHARMACEUTICALS AND SUPPLIES IN AN AMOUNT NOT TO EXCEED \$56,250 FOR THE INITIAL TERM THROUGH SEPTEMBER 8, 2020, AND NOT TO EXCEED \$150,000 ANNUALLY FOR TWO OPTIONAL ADDITIONAL ONE-YEAR RENEWAL TERMS, SUBJECT TO 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 animal adopted from the shelter; and

WHEREAS, the ASCMV the annual expenditure for pharmaceuticals and supplies exceeds the \$75,000 threshold, requiring ASCMV Board approval; and

WHEREAS, acting as the fiscal agent for ASCMV, the City of Las Cruces Purchasing Section, has followed 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 be authorized to piggyback City of Austin contract MA 9200 NA170000218 for the purchase of pharmaceuticals and supplies in an amount not to exceed \$56,250 for the initial term through September 8, 2020, and not to exceed \$150,000 annually for two additional one-year renewal terms.

(II)

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 23th day of April, 2020.

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Yvonne Flores, Chair _____ yea____ nay

Manuel Sanchez, Vice-Chair _____ yea____ nay

Lynn Ellins, Member _____ yea____ nay

Kasandra Gandara, Member _____ yea____ nay

Ramon S. Gonzalez, Member _____ yea____ nay

Tessa Abeyta-Stuve, Member _____ yea____ nay

David Dollahon, Ex-Officio _____ yea____ nay

Jeanne Quintero, Ex-Officio _____ yea____ nay

ATTEST:

Amanda López-Askin, Ph. D., County Clerk

MEMORANDUM

To: David Maestas, P.E., Interim City Manager

From: Dave Duncan, Buyer **Initials:**

Date: 4-17-20 **File #:** F-20-099

Subject: Approval of Contract Piggyback for Animal Pharmaceuticals

Purchasing is requesting permission to piggyback contract MA 9200 NA170000218 between the City of Austin (Texas) and MWI Veterinary Supply Company dba MWI Animal Health. This contract was the result of competitive bid number MHJ0207. Through past experiences, while employed with other organizations, Animal Services Center of the Mesilla Valley staff have identified this vendor as a reputable and viable supplier of products and service for pharmaceuticals and supplies. Contracting with this vendor would provide access to the required pharmaceuticals the center needs in a faster and cost-efficient manner than what has been used in the past.

There are two major advantages to piggybacking the City of Austin 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 City of Austin 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 the City of Austin has with this vendor. Our estimated volume with this vendor is approximately \$150,000.00 annually, whereas the City of Austin's is approximately \$1,725,000.00. Therefore, their pricing would be more advantageous because of their sheer volume.

Approved: ☐

Disapproved: ☐

David Maestas, P.E., Interim City Manager

Date

Attachments: N/A

cc: Barbara De Leon, Interim Assistant City Manager

cc: Terri L. Gayhart, Financial Services Director

cc: Alfredo R. Pacheco, Deputy Director of Finance

cc: Alex Liu, Purchasing Manager

Initials:

Initials:

Initials:

Initials:

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2020-12**

A RESOLUTION ADOPTING FISCAL YEAR 2021 ANNUAL BUDGET PER “EXHIBIT A”.

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

WHEREAS, the ASCMV requires a Fiscal Year 2021 Annual Budget, and

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

(I)

THAT the ASCMV’s Fiscal Year 2021 Annual Budget as reflected in Exhibit “A” attached hereto and made part of this resolution is hereby Approved.

(II)

THAT, ASCMV staff is hereby 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 23rd day of April, 2020

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Yvonne Flores, Chair _____ ☐ yea ☐ nay

Manuel Sanchez, Vice-Chair _____ ☐ yes ☐ nay

Lynn Ellins, Member _____ ☐ yea ☐ nay

Kasandra Gandara, Member _____ ☐ yea ☐ nay

Ramon S. Gonzalez, Member _____ ☐ yea ☐ nay

Tessa Abeyta-Stuve, Member _____ ☐ yea ☐ nay

David Dollahon, Ex-Officio Member _____ ☐ yea ☐ nay

Jeanne Quintero, Ex-Officio Member _____ ☐ yea ☐ nay

ATTEST:

Amanda López Askin, Ph. D., County Clerk

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 BUDGET	FY21 Proposed BUDGET
ADMINISTRATIVE SALARIES	\$456,238	\$529,061	\$372,451
CLASSIFIED	840,530	910,839	1,085,060
PART-TIME - REGULAR	15,615	40,969	0
CONTRACT EMPLOYEES	133,042	130,000	99,648
STANDBY PAY	0	0	4,200
SCHEDULED OVERTIME	74,015	80,000	45,018
FICA MEDICARE	21,062	20,537	17,879
FICA SOCIAL SECURITY	90,057	89,807	77,924
PERA	205,292	142,642	220,687
PENSION EXPENSE	80,529	0	50,390
OPEB PENSION EXPENSE	-8,224	0	8,511
DENTAL INS	7,045	8,930	11,630
HEALTH INS	96,689	138,292	142,587
WORKERS COMPENSATION	451	510	756
CELL PHONE STIPEND	2,637	0	2,642
VEHICLE ALLOWANCE	3,610	0	3,600
ACCRUED ANNUAL & SICK LEAVE	9,115	0	0
LIFE AND DISABILITY INS	2,053	3,276	2,649
CONTRIB TO DEFERRED COMPENS	0	0	0
RETIREMENT HEALTH CARE INS	0	33,253	36,008
TEMP AGENCY SERVICES	90,981	0	25,900
Subtotal Personnel Services	\$2,120,735	\$2,128,116	\$2,207,541
SUPPLIES GENERAL	\$184,422	\$178,500	\$94,151
SOFTWARE	5,254	5,000	4,414
ADVERTISING	42,405	35,975	32,722
PRINT & COPY FEES	0	0	2,000
POSTAGE AND FREIGHT	1,674	2,332	2,500
AWARDS	0	0	0
MEDICAL SUPPLIES	0	0	72,538
SAFETY SUPPLIES	0	0	4,225
MINOR EQUIPMENT	29,523	23,596	20,154
SHOP SUPPLIES & MATERIALS	0	0	2,500
UNIFORMS & SAFETY WEAR APPAREL	3,010	1,951	2,926
ELECTRICITY	0	0	32,000
GENERAL UTILITY SERVICES	38,139	40,000	18,000
TELEPHONE & CELL PHONES	13,564	11,731	12,667
AUDITING & FINANCIAL SERVICES	5,000	15,000	15,000
MEDICAL/DRUG TESTING SERVICES	0	0	0
MEMBERSHIP & DUES	0	0	2,900
PROFESSIONAL/TECHNICAL SERVICE	191,663	130,000	41,000
TEMP AGENCY SERVICES	0	70,000	0
PURCHASED SERVICES GENERAL	72,602	50,000	45,271

PURCHASED SERVICES-OUTSOURCING	0	0	0
VEHICLE REPAIR & MAINTENANCE	13,950	8,429	12,548
FUEL	7,443	5,863	6,517
VEHICLE TIRES & TUBES	0	0	500
MAINTENANCE & REPAIRS	32,746	25,000	13,476
BUILDING RENTALS	0	0	1,800
TRAVEL	14,514	16,952	6,000
TRANSPORTATION	13,610	15,289	11,688
PER DIEM	0	0	0
REGISTRATION/CONFERENCE FEES	0	0	500
ADMINISTRATIVE CHARGES	7,617	0	111,000
LIABILITY INSURANCE PREMIUMS	20,531	20,831	19,413
UNEMPLOYMENT COMPEN PREMIUMS	3,805	4,076	3,846
WORKERS COMP INS PREMIUMS	25,570	37,232	29,095
CHEMICAL SUPPLIES	0	0	0
FOOD & BEVERAGE	2,035	1,137	425
VOLUNTEER MEALS	0	0	500
LATE FEES	0	0	0
INFORMATION TECHNOLOGY CHARGES	0	0	0
LICENSES/PERMITS/CERTIFICATION	1,376	1,263	5,200
AUDIO/MAGAZINE/PERIODICAL/BOOK	0	0	0
INFORMATION TECH SUPPORT	0	0	0
TRAINING MATERIALS	0	0	1,000
DEPRECIATION EXPENSE	0	0	0
PCARD TRANSACTIONS	0	0	0
ROLLING EQUIPT	63,014	0	0
MAJOR EQUIPMENT	9,531	0	0
Subtotal Non-Personnel Services	\$802,997	\$700,157	\$628,476

Subtotal Personnel Services	\$2,120,735	\$2,128,116	\$2,207,541
Subtotal Non-Personnel Services	\$802,997	\$700,157	\$628,476
DEPARTMENT TOTAL	\$2,923,732	\$2,828,273	\$2,836,017