

# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS MEETING

# Thursday, December 17th, 2020 at 3:00pm.

# Individuals may view this meeting on <u>CLC-TV</u>, <u>cable channel 20 on Comcast</u>, 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 Department of Health public health order, the Board Meeting will be held via video conference.

In an effort to accommodate public input, you may register to attend and participate by selecting the link below:

### https://las-cruces-org.zoom.us/webinar/register/WN hvEjK1MnRRClojlKG QalA

After registering, you will receive a confirmation email containing information about joining the meeting.

Public comment can also be submitted to the ASCMV Director at <a href="mailto:cthacker@las-cruces.org">cthacker@las-cruces.org</a> or the Admin. Operations Mgr. at <a href="mailto:bnavarro@las-cruces.org">bnavarro@las-cruces.org</a> via email.

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: December 11th, 2020.

### **AGENDA**

- I. Call to Order & Determination of a Quorum
- II. Changes to Agenda and Approval of Agenda
- III. Reading of Closed Meeting Statement of November 19th, 2020.
- IV. Minutes
  - a. Approval of the Minutes from the regular ASCMV Board Meeting held November 19th, 2020.
- 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 Tessa Abeyta-Stuve, Committee Chair
    - 2. Executive Yvonne Flores, Committee Chair
    - 3. Facilities Kasandra Gandara, Committee Chair
  - d. CfPP Presentation
- VI. Action Items
  - a. Resolution 2020-20: Reasonable Notice of Meetings
  - b. Resolution 2020-21: Adoption of ASCMV 2021 Holiday/Closure Schedule
  - c. Resolution 2020-22: Amend the Contract of Executive Director Clint Thacker
- VII. Public Input
- VIII. Chair and Board Comments
- IX. Adjournment

Next Meeting: January 28th, 2020 at 9:00 am

1		ANIMAL SERVICE CENTER OF MESILLA VALLEY
2 3		November 19, 2020 at 3:00 p.m.
4 5		
6	ВОА	RD MEMBERS PRESENT:
7		Yvonne Flores - Chairperson
8		Tessa Abeyta-Stuve – Board Member
9		Kasandra Gandara - Board Member (departed 3:55)
10		Manuel Sanchez - Board Member
11		Lynn Ellins – Board Member (arrived 3:23)
12 13		Jeanne Quintero - Ex-Officio Member
13 14	RΩΔ	RD MEMBERS ABSENT:
15	DOA	Ramon S. Gonzalez - Board Member
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17	I.	Call to Order & Determination of Quorum (3:03 p.m.): Chair Flores called the
18		meeting to order. A quorum was determined.
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20	II.	Changes to Agenda and Approval of Agenda: Mr. Thacker mentioned that the
21		City ACO's do not have a person to do the presentation, but there is a presentation.
22		Chair Flores stated they will look at the presentation. Motion by Board Member
23 24		Sanchez, second by Board Member Abeyta-Stuve. Motion passed.
25	III.	Reading of Closed Meeting Statement of October 22, 2020: Chair Flores read
26		"The Animal Services Center of the Mesilla Valley Board of Directors met in closed
27		session on October 22, 2020 and only discussed those limited items as stated in
28		the posted notice. The purpose of the notice was to discuss the annual
29		performance reviews of the director of the Animal Services Center of the Mesilla
30		Valley, (which is closed pursuant to Section 10-15-1-H(2), NMSA 1978). Present,
31		Chair Flores, Board Member Sanchez, Board Member Gandara, Board Member
32		Abeyta-Stuve, Board Member Ellins, Ex-Officio Board Member Quintero, Ex-Officio Board Member Dollahon. Staff in attendance, Executive Director Clint
33 34		Thacker until 11:15 a.m. Meeting began 10:55 a.m., adjourned 11:51 a.m.
35		Thanker until 11.10 a.m. Weeting began 10.00 a.m., adjourned 11.01 a.m.
36	IV.	Minutes
37		
38		A. Approval of the Minutes from the regular ASCMV Board Meeting held
39		October 22, 2020: Chair Flores had changes, page 7, line 27 change "one"
40		to "once." Page 8, line 9 "GEO Bonds" should be "GO Bonds." Motion by
41		Board Member Sanchez to approve the minutes as amended, second by
42		Board Member Abeyta-Stuve. Motion passed.
43 44	V.	Reports/Presentations
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City and County ACO Reports - City and County Animal Control: Mr. Thacker presented for the City ACO. 453 reported stray animals for October 2020, 237 gone on arrivals, 216 stray apprehended, 181 strays impounded with 89 dogs and 92 cats, 35 successful field returns, and 10 unsuccessful attempted field returns that were ultimately impounded at the ASCMV, total of 45 identifiable stray animals. Comparison of reported strays, this year is under. Graph of three year field return to owner. Reasons unable to field RTO, four had no contact by phone and/or residence, four chip not registered, two chip not updated. Reasons for owner release of animals, three dogs acting aggressive toward other pets, and one dog acting aggressive toward the owner. The stray map was shown. Board Member Gandara asked why there was not a representative from the City ACO. Mr. Thacker stated he was noticed by Gino Jimenez three days ago that he could not attend. Board Member Gandara persistent in asked if there were other supervisors of the ACO to discuss this with. Barbara DeLeon stated she will acquire an appropriate response.

Mary Lou Ward presented for the County ACO. Dispatch calls were 531, officers initiated 104 calls, and responded to 24 assisted with other officers or other agencies. Stray animals for October was 250, picked up 76 stray cats, 89 stray dogs, for a total of 165 stray animals. There were no owner surrender cats, 12 owner surrender dogs, 25 sick or injured animals picked up, two animals for welfare hold, five animals to the shelter for guarantine. Field return to owner three year comparison chart. October there were 34 animals returned to owner in the field, and year to date of 328 animals. She shared the stray animals picked up by districts, but it is Sheriff districts so they overlap with the Commission districts. Commissioner Ellins 22 cats, 22 dogs; Commissioner Gonzalez 19 cats, 41 dogs; Commissioner Reynolds 22 cats, 22 dogs; Commissioner Solis 13 cats, 4 dogs; Commissioner Sanchez 22 cats, 22 dogs. District 1 which is 7 cats, 1 dog; District 2 which is 15 cats, 21 dogs; District 3 which is 13 cats, 4 dogs; District 4 which is 22 cats, 22 dogs; District 5 which is 17 cats, 26 dogs; District 6 which is 3 dogs; District 7 which is 2 cats and 12 dogs. There were 10 bite calls to humans, one exposure to other animals, one rabies submission that was negative, animals current on rabies vaccination were three. Four animals were guarantined at the Animal Services Center, one at the court hold facility, three from animals housed from a prior case at the court hold facility, four animals quarantined from a home quarantine and one animal was gone on arrival. Dogs that were owner released, seven were aggressive, three they could no longer care for the animals and could not handle the dogs, one with exigent circumstances - dog owner investigated for animal cruelty and owner released, one was for financial reasons. Court cases were five for October, with five charges, at about 17 hours of regular time and 11.6 hours of overtime. One 90-day deferred sentence, two continued cases, one guilty plea, one arraignment set for a motion hearing for a bench warrant. Added on the court cases were two

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citations issued for animal cruelty, and three issued for restraint requirements. SNAP report, spay/neuter dogs 36, cats 37, 41 microchips, 36 vaccinations; contract year to date 74 dogs spay/neuter, 55 cats, 92 microchips, 84 rabies vaccinations.

В. CfPP Report: Jean Gilbert discussed the nonprofit organizations. Working with Cat's Meow and HSSNM fundraisers. They attended a meeting with ASCMV on Nov. 6 that was productive. I'm Almost Home Animal Rescue based in El Paso serving El Paso and Las Cruces. Diane Avery is the director. Helped with dog Crackers who had a fractured leg. Dog Park currently closed, but located at 430 N. Hermosa. City does a power wash regularly and dog park members maintain the park on a monthly basis. Las Cruces Pet Network, Randy Meyer runs. Wyatt blind dog relinquished to the shelter due to owner extenuating circumstances. Pet network secured a foster for Wyatt. Forever Homes Animal Rescue based in Alamogordo, assists animals in southern New Mexico, El Paso, and Juarez. Jane Jones is the Las Cruces representative. They have helped shelter heartworm positive dogs. Two dogs, Elvira and Petunia were pulled from the Shelter for foster. Forever Home Animal Rescue transported 49 Shelter dogs January - October 2020 throughout New Mexico, Colorado, and other states. Safe Haven, Phil received a complimentary grooming service with customer rewards program. SHAS adopted 15 animals January - October and planning virtual auction this month as their fundraiser to help support staff salaries and three-acre sanctuary on the East Mesa that houses up to 45 dogs and 35 cats. SNAP with Amy Jo Gonzales who organized a virtual concert fundraiser with a third of the proceeds going to SNAP. Vouchers issued by SNAP January - November stand at 1,027. Barkhouse, pictured Denise Beyer helped load dogs on the moms and puppies flight out of Las Cruces with Pet Rescue Pilots flying animals to San Diego. Koko Dean, managing director of Barkhouse featured on the cover of the Las Cruces Bulletin, October 23. October 17th flight with Pet Rescue Pilots with mostly cats that time. Barkhouse and Action Program for Animals sponsored the Julian Javor is the pilot. Sparky the dog marked the 1,000th passenger, he was adopted four days later. Barkhouse has 40 dogs pulled from the Animal Services Center and they will be on flights this month or The services of Barkhouse are snip (spay/neuter), chip (microchipping), and ship. November is adopt a senior month. Most organizations are offering discounted adoption fees in observation of adopt a senior month. Board Member Quintero there are three airlifts scheduled for Barkhouse in November, but the airplane had both engine problems and wing problems so things are put off for now. The county court hold has 54 dogs the county is holding for the flights, including 12 puppies, just born in the last two weeks. Housing these animals to help alleviate the shelter and holding for transport. Kelly Barker is looking at chartering another airline, reach outs to airports, and some response and hope to resume operations as soon as possible.

C. Shelter Statistics/Activities: Clint Thacker gave the ASCMV Executive Director's report. Current count at the Shelter is 374, and in 2019 there were 627. Intake is continuing to increase, in 2019 it was 896, and now at 552 for 2020 which is 281 dogs, 245 cats, with 26 other. Returns, 6 dogs, 2 cats. Reasons were 5 dogs behavior problems, 1 dog landlord did not allow, 1 cat animal has health issues, 1 cat can't afford basic care. Mr. Thacker discussed further behavior issues and how those are discussed with the adopter. Adoptions 2019 were 242 and 2020 were 222 which is 40%. Reclaim percentage remained the same 11% for 2019 and 2020. Rescued 28.6%. Community cats 80 at 14.5%. Euthanasia at 21% so less animals. With a live release rate in 2020 of 81.9%. Euthanasia reasons, top is feral cats, City has no registered colonies so that is the number one reason. Next is wildlife nuisance. The remaining reasons for euthanasia are very low numbers. There were 38 animals euthanized for sick/injured reasons. Without those 38 there would have been an 87% live release rate. Chair Flores questioned the inclusion of sick/injured in the statistics. Mr. Thacker stated that is why the industry level is set at 90% to be considered a no-kill Shelter. Total visitors in the Shelter for October was 661, this is currently only by appointments. Total website page reviews, 45,030. Facebook page views of 2,285.

There were conversations at the Shelter with a synopsis sent to the Board. Conversations about COVID and best practices of COVID and employees for COVID. Concern from the attendees about the number of staff to help care for the animals. He assured all that no animals were fed or cleaned.

The Shelter did have their audit. The exit audit interview and that went very well. No findings for the ASCMV. There was a finding of last year that by law they had to look at and make sure it was correct. Shelter passed with flying colors, no issues or problems. Progress is being made and following City regulations and steps. Ms. DeLeon reiterated that the audit is still confidential until finalized.

### D. Committee Reports

1. Finance - Tessa Abeyta-Stuve, Committee Chair: Board Member Sanchez stated they met Tuesday with a light meeting. All looks good for finances. Josh Saffell gave the unaudited financials for month ending October 31, 2020. Statement of Net Position, General Fund had cash \$673,719.00, receivables \$182,128.00, total assets of \$855,847.00. Liabilities of \$64,497.00, revenues collected in advance \$55,501.00, leaving unassigned fund balance in General Fund of \$735,849.00. Capital Projects fund, \$29,798.00 in cash and matching amount as a restricted fund balance also of \$29,798.00. Capital

Assets, net of accumulated depreciation of \$209,912.00, and a fund balance of the same amount that is unassigned.

Change in net position for all funds, General Fund had total revenues of \$1,339,172.00, total expenditures of \$775,071.00. The overall positive net change to fund balance for the period was \$564,101.00. In the Capital Projects fund there was no revenue but there was expenditure for the period of \$1,767.00. Capital Assets as well, no revenue but there was depreciation recognized of \$14,077.00.

Budget to Actual Change in Net Position, total revenues of \$1,339,172.00 is 39.3% of the budget. Total expenditures were 23.0%. The budget parameter is actually 33%. (TECHNICAL ISSUES WITH JOSH)

Commissioner Sanchez stated that the Shelter was slightly above the 33.3% parameter four months into this fiscal year, which is personnel. Looking at things with Mr. Thacker, doing the split shifts there was some additional overtime. And going to look deeper into the way some of the costs were classified in some of the different buckets. Mr. Thacker stated the budget is looking really good and they are at 43% and it is supposed to be 33%. Working with Mike they were able to identify some discrepancies in where some personnel outside of the four budgets so need to align everything. They are working with HR to get things figured out.

Josie Medina finished the report. Total revenue \$1.3 million and total expenditures \$775,000.00. For October, the budget parament is 33.67%. Total revenues are at 39.3% which is above the budget parameter and total expenditures are below the budget parament at 23%. Revenues and expenditures, October total expenses were \$278,000.00 and total revenues were \$192,000.00. For revenues for the first month of the fiscal year you will always see that one high as that is when the City and the county's contribution is 21% and the rest will even out. For the expenses for October it was \$278,000.00. Expenditures are made up of 79% personnel, services at 12%, supplied 5%, insurance 3%, other 1%.

- 2. Executive Yvonne Flores, Committee Chair: No report.
- **3. Facilities Kasandra Gandara, Committee Chair:** Mr. Thacker stated they did not meet as the facility was not open.
- VI. PUBLIC INPUT: Mr. Thacker received an e-mail this morning from Grace Ventura. "I'm following up on the question I had in the last Zoom session pertaining to the new feature on the ASCMV website. The report is posted but the contact info was

not on the report. I had to post one yesterday in the lost and found because the found dog has not been reported elsewhere. Sorry but I added on the post to call the shelter for the contact info." Mr. Thacker stated on their website people can fill out a form for a found animal and then the green boxes are shown on the website. At the bottom of the green box there is a "Click Here for More Information" and that is not including a contact phone number. There is a discussion going on with Wilson Binkley and they are looking into it.

Ms. Ventura continued "Please provide status of the \$10,000.00 Maddies Fund Grant earmarked for foster animals. I think the last update was August 2020 Board meeting wherein you stated there is only vet who responded. Hope all is well with you, your family, and the shelter employees." Mr. Thacker showed a copy of the application grant they had with a note "In response to the COVID-19 outbreak, Maddies Fund is offering emergency grants to support foster care programs for the next three months, apply for help to maintain your foster care." Mr. Thacker said they can use it to maintain the foster care program, create an emergency foster care, grant can be used for food, supplies, medical, staffing, etc. ASCMV was awarded \$10,000.00. The money for that fund has all been spent as it went into the medical department. The veterinarians, we had reached out to them to do some of the surgeries for the ASCMV for sterilization and one said yes and then another one said yes. There are now two in the area.

**CHAIR AND BOARD COMMENTS:** Board Member Ellins stated he understands VII. why we are exporting dogs to other states but why are we evacuating cats to other states. Mr. Thacker states if the rescue wants them we give them. Board Member Ellins finds it unbelievable there is a shortage of cats anywhere. Board Member Quintero stated the places the animals are being shipped to are Oregon, Washington, Idaho, and some parts of California who state laws clearly that all animals must be sterilized, so as a result their populations and adoptable animals are very few.

Jean Gilbert stated they have the resources that they can mandate spay and neuter. We do not have those resources.

VIII. Adjournment (4:20 p.m.) Board Member Ellins motioned to adjourn and Board Member Sanchez seconded.

В	OA	٩RD	OF	DIF	RE	CT	ORS

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Manuel Sanchez, Vice-Chair

Yvonne Flores, Chairperson

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2		Kasandra Gandara, Board Member
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6		Ramon S. Gonzalez, Board Member
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10		Tessa Abeyta-Stuve, Board Member
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14		Lynn Ellins, Board Member
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17	ATTEST:	
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22	Amanda Lopez Askin, County Clerk	



# **MEMORANDUM**

**To:** Animal Service Center of the Mesilla Valley Board of Supervisors

From: Josie Medina, Accounting Manager Initials:  $\setminus \bigvee$ 

Date: December 14, 2020

**Subject:** Animal Service Center of the Mesilla Valley Unaudited Financial Report

for November 30, 2020.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended November 30, 2020. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$864,983 in the General Fund. Total assets were \$869,838. Accrued payroll liabilities ended at \$87,614. Total liabilities were \$143,115. The unassigned fund balance was \$726,723.
- The Capital Projects Fund reported restricted fund balance of \$29,798. \$28,000 is due to a transfer from the General Fund in fiscal year 2020; \$1,798 was the balance remaining for the Stern Cat Room Donation
- The Statement of Revenues and Expenditures (page 2) showed YTD operating revenues in the General Fund at \$1,598,733. YTD operating expenditures were \$1,043,758 with an operating income of \$554,975.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance Budget to Actual (page 3) indicated 46.9% of budgeted revenues and 30.6% of budgeted expenditures had been recognized. The budget parameter for November was 41.67%.
- Insurance expense was at 49.7% of budget due to premiums being paid at the beginning of the fiscal year. All other expenditures, schedule pages 4 to 7, were below the budget parameter of 41.67%.
- The Grants and Donations Schedule, page 9, provides a summary of grants and donations received.

CC: Teri L. Gayhart, MBA, CPA CGMA, Finance Director CC: Josh Saffell, Senior Accountant Initials:

### Animal Service Center of the Mesilla Valley Statement of Net Position November 30, 2020 (Unaudited)

	Movember 60, 20	zo (Onadan	cuj		_	
	 nd 7440 eral Fund		nd 7441 al Projects	 und 9440 ital Assets		Statement of et Position
Assets						
Current Assets						
Cash & investments	\$ 864,983	\$	29,798	\$ -	\$	894,781
Accounts receivable	4,855		-	-		4,855
Total Current Assets	 869,838		29,798	 <u>-</u>		899,636
Capital Assets						
Equipment, net of accum depr	-		-	192,316		192,316
Total Capital Assets	 -		-	192,316		192,316
Total Assets	\$ 869,838	\$	29,798	\$ 192,316	\$	1,091,952
Liabilities						
Current Liabilities						
Accrued payroll liabilities	87,614		-	-		87,614
Revenue collected in advance	 55,501			 		55,501
Total Current Liabilities	143,115		<del>-</del>	 <del>-</del>		143,115
Fund Balance						
Required reserve	-		-	-		-
Restricted	-		29,798	-		29,798
Unassigned	 726,723		<u> </u>	 192,316		919,039
Total Fund Balance	 726,723		29,798	 192,316		948,837
Total Liabilities and Fund Balance	\$ 869,838	\$	29,798	\$ 192,316	\$	1,091,952

### Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, And Changes in Fund Balance For the Period Ended November 30, 2020 (Unaudited)

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
Revenues				
Pet licenses-CLC	\$ 8,003	\$ -	\$ -	\$ 8,003
Pet licenses-DAC	3,426	-	-	3,426
Vaccinations	15,141	-	-	15,141
Pet micro-chip	4,080	-	-	4,080
Onsite adoptions	13,882	-	-	13,882
Return to owner-DAC	4,197	-	-	4,197
Return to owner-CLC	5,882	-	-	5,882
Spay/neuter	6,210	-	-	6,210
Dona Ana County	629,545	-	-	629,545
City of Las Cruces	891,565	-	-	891,565
City of Anthony	3,950	-	-	3,950
Donations & memorials	4,926	-	-	4,926
Grant revenue	· -	-	-	, -
City of Sunland Park	-	_	-	_
Village of Hatch	_	_	-	_
Other revenue	7,394	_	_	7,394
Investment income	532	_	_	532
Total revenues	1,598,733			1,598,733
Total revenues	1,596,735	<u>-</u>	<del></del>	1,090,733
Expenditures				
Personnel	828,532	-	-	828,532
Repairs and maintenance	3,590	-	-	3,590
Services	130,059	_	_	130,059
Supplies	51,481	_	_	51,481
Insurance	26,003	_	_	26,003
Other	4,093	_		4,093
Depreciation	4,093	-	17,596	
	-	4 707	17,596	17,596
Capital outlay		1,767		1,767
Total expenditures	1,043,758	1,767	17,596	1,063,121
Net Operating Income (Loss)	554,975	(1,767)	(17,596)	535,612
Transfers	-	-	-	-
Net Change in Fund Balance	554,975	(1,767)	(17,596)	535,612
Net Investment in Capital Assets	<u>-</u>	<u> </u>		
Beginning Fund Balance	171,748	31,565	209,912	413,225
Ending Fund Balance	\$ 726,723	\$ 29,798	\$ 192,316	\$ 948,837

# Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, And Changes in Fund Balance - Budget and Actual For the Period Ended November 30, 2020 (Unaudited)

	Budget	Actual	Actual/Bgt %
Revenues			
Pet licenses-CLC	\$ 40,669	\$ 8,003	19.7%
Pet licenses-DAC	14,389	3,426	23.8%
Vaccinations	53,010	15,141	28.6%
Pet micro-chip	30,292	4,080	13.5%
Onsite adoptions	56,422	13,882	24.6%
Return to owner-DAC	15,806	4,197	26.6%
Return to owner-CLC	25,792	5,882	22.8%
Spay/neuter	37,749	6,210	16.5%
Dona Ana County	1,250,000	629,545	50.4%
City of Las Cruces	1,770,255	891,565	50.4%
City of Anthony	6,000	3,950	65.8%
Donations & memorials	25,052	4,926	19.7%
Grant Revenue	57,417	-	0.0%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	20,973	7,394	35.3%
Investment income	-	532	
Total revenues	3,407,019	1,598,733	46.9%
Expenditures			
Personnel	2,458,325	828,532	33.7%
Repairs and maintenance	26,524	3,590	13.5%
Services	588,163	130,059	22.1%
Supplies	209,880	51,481	24.5%
Insurance	52,354	26,003	49.7%
Other	32,027	4,093	12.8%
Capital outlay	40,000	4,093	0.0%
Total expenditures	3,407,273	1,043,758	30.6%
rotal expelicitures	3,407,273	1,043,736	30.0 /6
Net income (loss)	(254)	554,975	
Transfer to capital from operations			
Net change in fund balance	\$ (254)	554,975	
Beginning Fund Balance		171,748	
Ending Fund Balance		\$ 726,723	

# Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, And Changes in Fund Balance - Budget and Actual - Executive Director For the Period Ended November 30, 2020 (Unaudited)

	Budget	Actual	Actual/Bgt %
Expenditures			
Personnel	203,280	73,402	36.1%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	500	70	14.0%
Supplies	1,425	102	7.1%
Insurance	-	-	0.0%
Other	6,839	155	2.3%
Capital outlay	40,000	-	0.0%
Total expenditures	252,044	73,728	29.3%

# Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, And Changes in Fund Balance - Budget and Actual - Medical Director For the Period Ended November 30, 2020 (Unaudited)

	Budget	<u>Actual</u>	Actual/Bgt %
Expenditures			
Personnel	600,748	182,897	30.4%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	261,119	42,308	16.2%
Supplies	17,835	1,154	6.5%
Insurance	-	-	0.0%
Other	4,500	387	8.6%
Capital outlay	-	-	0.0%
Total expenditures	884,202	226,746	25.6%

# Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, And Changes in Fund Balance - Budget and Actual - Kennel Director For the Period Ended November 30, 2020 (Unaudited)

	Budget	Actual	Actual/Bgt %
Expenditures			
Personnel	1,286,265	357,583	27.8%
Temp agency services	-	-	0.0%
Repairs and maintenance	26,524	3,082	11.6%
Services	40,815	-	0.0%
Supplies	141,215	44,227	31.3%
Insurance	-	-	0.0%
Other	12,888	2,424	18.8%
Capital outlay	-	-	0.0%
Total expenditures	1,507,707	407,316	27.0%

# Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, And Changes in Fund Balance - Budget and Actual - Administrative Operations For the Period Ended November 30, 2020 (Unaudited)

	Budget	Actual	Actual/Bgt %
Expenditures			
Personnel	368,032	213,861	58.1%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	259,979	86,559	33.3%
Supplies	24,405	5,998	24.6%
Insurance	52,354	26,003	49.7%
Other	7,800	1,127	14.4%
Capital outlay	-	-	0.0%
Total expenditures	712,570	333,548	46.8%

Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, And Changes in Fund Balance as of November 30, 2020 (Unaudited)

**General Fund** 

7440								
	Revised Budget	July 2020	August-20	September-20	October-20	November-20	Total	Actual/Bgt %
Revenues								
Pet licenses-CLC	\$ 40,669	\$ 2,242	\$ 1,288	\$ 1,987	\$ 1,778	\$ 708	\$ 8,003	19.7%
Pet licenses-DAC	14,389	774	848	876	530	398	3,426	23.8%
Vaccinations	53,010	504	389	13,177	511	260	15,141	28.6%
Pet micro-chip	30,292	460	302	2,645	375	295	4,080	13.5%
Onsite adoptions	56,422	1,776	3,200	3,395	3,615	1,896	13,882	24.6%
Return to owner-DAC	15,806	1,038	545	1,523	836	255	4,197	26.6%
Return to owner-CLC	25,792	1,365	1,088	1,610	1,211	809	5,882	22.8%
Spay/neuter	37,749	1,225	975	1,420	1,325	1,265	6,210	16.5%
Dona Ana County	1,250,000	275,000	88,636	88,637	88,637	88,636	629,546	50.4%
City of Las Cruces	1,770,255	275,000	88,636	276,874	88,636	162,418	891,564	50.4%
City of Anthony	9,000	1	1	1,800	2,150	•	3,950	65.8%
Donations & memorials	25,052	353	728	1,418	696	1,458	4,926	19.7%
Grant revenue	57,417	ı	ı	ı	1	•	•	%0.0
City of Sunland Park	2,858	•	•	•	•	•	•	%0.0
Village of Hatch	335	•	•	•	•	•	•	0.0%
Other revenue	20,973	1,685	1,324	1,844	1,720	821	7,394	35.3%
Investment income	•	53	218	33	(15)	243	532	532.0%
Total revenues	3,407,019	561,475	188.180	397,239	192.278	259.561	1.598.733	46.9%
	5							
Expenditures								
Personnel	2,458,325	93,286	144,399	150,471	226,637	213,739	828,532	33.7%
Temp agency services	•	•	•	•	•	•	•	%0.0
Repairs and maintenance	26,524	457	274	797	491	1,571	3,590	13.5%
Services	588,163	13,901	27,537	22,574	25,248	40,799	130,059	22.1%
Supplies	209,880	1,010	7,743	066'6	22,409	10,329	51,481	24.5%
Insurance	52,354	13,985	2,500	4,847	2,728	1,943	26,003	49.7%
Other	32,027	675	906	1,371	837	304	4,093	12.8%
Depreciation	1,250	•	•	1	1	•	1	%0.0
Capital outlay	40,000	•	•	•	1	•	'	%0.0
Total expenditures	3,408,523	123,314	183,359	190,050	278,350	268,685	1,043,758	30.6%
Net Operating Income (Loss)	(1,504)	438,161	4,821	207,189	(86,072)	(9,124)	554,975	554,975
Transfers	1				1			
Net Change in Fund Balance	\$ (1,504)	\$ 438,161	\$ 4,821	\$ 207,189	\$ (86,072)	\$ (9,124)	\$ 554,975	

# Animal Service Center of the Mesilla Valley Grants and Donations Schedule as of November 30,2020

			Ą	Award	Life-to-Date	Remaining	1		
Fund	Project	Project Name	An	Amount	Expenditures	Balance	Type	End Date	Purpose
7440	11864	Best Friends	↔	25,000	25,000	\$	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 casts and dogs.
7440	11924	Best Friends Executive Leadership	-	5,000	1,249	\$ 3,751	51 Local Grant		To cover any expenses associated with the Best Friends Executive Leadership Program
7440	11943	Carroll Petrie Foundation	\$	25,000	1	- \$ 25,00	25,000 Local Grant	Until Spent	No stipulations
7440	11944	Maddie's Pet Foster Care COVID Stimulus	\$	10,000	1	\$ 10,00	10,000 Local Grant	Until Spent	Supports ASCMV Foster Care Efforts
7440	11949	Best Friends Animal Society Cat Life	<del>\$</del>	9,000	1	30,6	9,000 Local Grant	Until Spent	One time Financial assistance of \$9,000-Surgeries , FVRP, Rabies vaccines, Cat ear tips, resulting in at least 120 live outcomes for cats at ASCMV
7440	11963	HSUS Spay Together Grant	\$	6,750	1	\$ 6,750	50 Local Grant		
7441	11627	Stern Donation	\$	50,000	48,202   \$	\$ 1,798	98 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-November 2020

									Livestock	Wildlife	
		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	(horse, goat, sheep, pig, donkey)	(skunk, bat, coyote, fox, raccoon)	Total
INTAKE	City of Las Cruces										
	Owner Surrender	7	9								13
	Returned Adoptions										0
	Seized/Welfare Hold	4	1								5
	Strays (brought in by the public)	12	10								22
	Strays (brought in by Animal Control)	51	74					1			126
	Wildlife									3	3
	Subtotal City of Las Cruces	74	91	0	0	0	0	1	0	3	169
	Doňa Ana County										
	Owner Surrender	12	0								12
	Returned Adoptions	1	0								_
	Seized/Welfare Hold	2	_								9
	Strays (brought in by the public)	8	7								15
	Strays (brought in by Animal Control)	9/	28						1		105
	Wildlife										0
	Subtotal Doňa Ana County	102	36	0	0	0	0	0	1	0	139
	Anthony, NM	1	2								3
	Hatch										0
	Mesilla	1	0								1
	Sunland Park										0
	WSMR										0
	Born In Care	6	0								6
	Community Cats										0
	Jurisdiction Unknown/Other										0
											0
	Total Intake	187	129	0	0	0	0	1	1	3	321

Total		3	0	0	0	0	0	0	0	0	0	0	0	3	77	5	9	0	54	105	17	0	20	0	3	2	26	0	0	0	2	2	0	7	1	0	0	0	0	0	0	0	0	7
WIGIITE (Skunk, bat, coyote, fox, raccoon)														0																														
(horse, goat, sheep, pig, donkey)														0																														
Avian L, W														0						1																								
Avian E														0																														
Pocket Pets														0																														
Reptiles														0																														
Rabbits														0																														
Cats		2												2	43	4	4		10	23	17		1				26				2	2		1										
Dogs		1												1	34	1	2		44	81	0		19		3	2								9	1									7
	Admin Missing	Foster-Escaped	Foster-Lost Contact	Foster-Stolen From	FTA-Escaped	FTA-Lost Contact	FTA-Stolen From	FTA-Gave Away	Offsite-Missing	Offsite-Stolen From	Shelter-Escaped	Shelter-Missing	Shelter-Stolen From	Subtotal Admin Missing	Adoptions	Expired in Shelter Care	Expired in Foster Care	DOA	Return to Owner	Transferred Out (Rescues)	Community Cats (TNR)	Wildlife Release	Owner Request Euthanasia	Euthanized	Behavior - Aggressive - Dog	Behavior - Aggressive - Human	Behavior - Feral	Behavior - High Arousal Level	Behavior - Problem Eliminator	Behavior - Resources Guarding	Behavior - Timid	Behavior - Timid - Fear Biter	Court Order	Medical Issues General	Medical - Distemper - TX	Medical - Distemper - Non TX	Medical - Distemper - Exposed	Medical - Felv	Medical - FIV	Medical - HW Positive - TX	Medical - HW Positive - Non TX	Medical - Mange - TX	Medical - Mange - Non TX	Madical Mass
	OUTCOME	(city and county)																																										

Grand Total	Intake*	187	129	0	0	0	0	1	7	3	321
	Outcome*	195	145	0	0	0	0	1	1	3	345
Statistics	Live Release Rate	92.4%	69.4%	na	na	na	na	100.0%	%0'0	%0'0	81.4%
	Euthanized, Expired in Care, DOA	16	49	0	0	0	0	0	~	3	69
	Average Intake/day	6.2	4.3	0.0	0.0	0.0	0.0	0.0	0.0	0.1	10.7
	Average Outcome/day	6.5	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0.1	11.5
	Average Euthanizations/day	0.4	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.1	1.9
	Average RTO/day	1.5	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8
	Average Adoptions/day	1.1	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.6

# \*\*ASCMV Website Page Views -- 42,085



# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY RESOLUTION NO. 2020-20

A RESOLUTION PROVIDING FOR DETERMINATION OF REASONABLE NOTICE OF MEETINGS AND MEETING DATE OF THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, House Bill 21 amended the Open Meetings Act (OMA) to increase the time that public bodies must make the final agenda available from at least 24 hours prior to a meeting to at least 72 hours, except in the case of an emergency; and

**WHEREAS**, Section 10-15-1 (D) of the open Meetings Act requires the Board of Directors of the Animal Service Center of the Mesilla Valley to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Animal Service Center of the Mesilla Valley that:

- 1. All meetings shall be held at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico at 9:00 a.m. or as indicated in the meeting notice.
- Unless otherwise specified, regular meetings shall be held each month on the fourth Thursday of the month. The agenda will be available at least seventy-two hours prior to the meeting. The notice shall indicate how a copy of the agenda may be obtained.
- 3. Special meetings may be called by the chairman or a majority of the members upon three days notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.
- 4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board of Directors of the Animal Service Center of the Mesilla Valley will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.
- 5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the following locations: Branigan Library, City of Las Cruces Clerks Office, and the Doña Ana County Clerks Office.
- 6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the following locations: Branigan Library, City of Las Cruces Clerks Office, and the Doña Ana County Clerks Office.
- 7. In addition to the information specified above, all notices shall include the following language:

If You Need an Accommodation for a Disability to Enable You to Fully Participate in the Event Please Contact Us 48 Hours Before the Event at 382-0018/v or 541-2128/tty.

- 8. The Board of Directors of the Animal Service Center of the Mesilla Valley may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act:
  - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Directors of the Animal Service Center of the Mesilla Valley taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
  - (b) If a closed meeting is conducted when the Board of Directors of the Animal Service Center of the Mesilla Valley is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
  - (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
  - (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Directors of the Animal Service Center of the Mesilla Valley in an open public meeting.

PASSED AND APPROVED this 17<sup>th</sup> day of December, 2020.

	•	
Board Chairperson		
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
Jeanne Quintero, Ex-Officio Member	yea	nay
ATTEST:		
Amanda López Askin, Ph. D., County Clerk		



# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY **RESOLUTION NO. 2020-21**

# **RESOLUTION APPROVING THE 2021 HOLIDAY/CLOSURE** SCHEDULE FOR THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

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

WHEREAS, the ASCMV deems it necessary to establish a Holiday/Closure schedule for the 2021 calendar year to be observed by the Animal Service Center of the Mesilla Valley; and

WHEREAS, the ASCMV deems this schedule to be in the best interest of the public and employees.

NOW THEREFORE, be it resolved by the governing body of the Animal Service Center of the Mesilla Valley that the Holiday/Closure schedule is approved as follows:

HOLIDAY	DATE OF OBSERVANCE	
New Year's Day	Friday, January 1, 2021	Closed
Martin Luther King Jr. Day	Monday, January 18, 2021	Closed
President's Day	Monday, February 15, 2021	Closed
Easter	Sunday, April 4, 2021	Closed
Memorial Day	Monday, May 31, 2021	Closed
Independence Day	Sunday, July 4, 2021	Closed
Labor Day	Monday, September 6, 2021	Closed
Veterans Day	Thursday, November 11, 2021	Closed
Thanksgiving Day	Thursday, November 25, 2021	Closed
Christmas Day	Saturday, December 25, 2021	Closed
EL CATING HOLIDAYS	O O beauty days for full times are played	
FLOATING HOLIDAYS	2-8 hour days for full time employees	
	2-4 hour days for part time employees	
Thanksgiving Holiday	Friday, November 26, 2021	
Winter Holiday	Friday, December 24, 2021	

In the	event the	services	of any	Animal	Service	Center	of the	Mesilla	Valley	employe	ee(s) is
necessary on	any of the	holidays	listed,	compen	sation sh	nall be m	nade at	the app	roved h	noliday ra	ate that
has been esta	ablished										

(II)

The Director is hereby authorized to do all deeds necessary to accomplish the intent and implementation of this resolution.

# PASSED AND APPROVED this 17<sup>th</sup> day of December, 2020.

Board Chairperson		
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
Jeanne Quintero, Ex-Officio Member	yea	nay
ATTEST:		
Amanda I ópez Askin Ph D. County Clerk		



# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY RESOLUTION NO. 2020-22

# A RESOLUTION AMENDING THE CONTRACT OF CLINT THACKER, EXECUTIVE DIRECTOR FOR THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY (ASCMV), AS OUTLINED BELOW.

**WHEREAS**, the Board of Directors of the Animal Services Center of the Mesilla Valley is tasked to represent and address the needs of its residents and the humane treatment of their companion animals; and

**WHEREAS**, the Board of Directors of the ASCMV is engaged in a long-term effort to improve the humane care of animals in Doña Ana County, to provide a safe shelter for lost, mistreated and abandoned animals, and to use all available resources to place such animals in safe, loving and permanent homes; and

**WHEREAS**, in the interest of these objectives, the Board desires to promote stability in management and security among the employees; and

**WHEREAS**, the ASCMV Board of Directors completed an annual performance review for Executive Director Clint Thacker in a closed session on November 19<sup>th</sup>, 2020; and

**WHEREAS**, his performance was deemed to meet or exceed expectations across all evaluation criteria based on the fact that the overall operation and condition of the Animal Services Center of the Mesilla Valley is satisfactory and is proceeding in a positive direction.

<b>NOW THEREFORE</b> , the Board of Directors of the Animal resolves that Clint Thacker, Executive Director of the ASCN with an effective date of	
PASSED AND APPROVED this 17th day of December,	2020.
Board Chairperson	
Moved By:	_

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
Jeanne Quintero, Ex-Officio Member	yea	nay
ATTEST:		
Amanda López Askin Ph D. County Clerk		

VOTE:

Coalition 4 Pets & People P.O. Box 1237
Las Cruces, NM 88004
575-636-7686



# **Dec. 2020 Reports- Animal Welfare Groups**

Humane Society of Southern NM P.O. Box 13826
Las Cruces, NM 88013
575-523-8020 fvbryce@hotmail.com

Adoptions: 3/cats, 14/dogs (Jan.1 -Dec.11)

Pet Help Line Calls: 90-120 a month answered & assisted

\* Pet help line assistance includes HSSNM providing transport for 2 cats to vet clinic for spay surgery, support for trapping a stray dog to rescue, over a dozen calls to El Paso & Scottsdale animal organizations investigating records & accountability for an adopted dog erroneously listed as spayed.

Humane Ed. - 4 online education units w/27 participants (May1-Dec. 11)

4 organizations awarded "Ally in Education" (\$50 each)

Cans 4 Critters: \$11,403 w/230 animals helped (2012-YTD)

Micro-Chips: 12,200 (2014-YTD)

# ACTion Programs for Animals 800 W. Picacho Ave. Las Cruces, NM 88005 575-571-4654 mail@apalascruces.org

- \* November intake: 14 animals (3 cats & 11 dogs)
- \* November Outcomes: 7 adoptions (3 cats & 4 dogs),
- 1 transport (1 dog)
- \* January-November Adoptions: 161 & Transfers:89

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Cats' Meow
2211 N. Mesquite St
Las Cruces, NM 88001
575-640-0011 <a href="mailto:thecatsmeowlc@gmail.com">thecatsmeowlc@gmail.com</a>

\* 279 feline adoptions (Jan.-Nov.) 44 feline adoptions (Nov.)

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Spay Neuter Action Program 2405 W. Picacho Ave. #103 Las Cruces, NM 88007 575-524-9265 <a href="mailto:snapnm@zianet.com">snapnm@zianet.com</a>

# Jan.1 - Dec.10, 2020

Dogs Spay-Neuter Vouchers (\*DAU): 456 Cats Spay-Neuter Vouchers (\*DAU): 268 Dogs Spay-Neuter Vouchers (\*non-DAU): 182 Cats Spay-Neuter Vouchers (\*non-DAU): 128

Dogs Spay-Neuter Vouchers Issued \*PNH Mobile Clinic: 39 Cats Spay-Neuter Vouchers Issued \*PNH Mobile Clinic: 22

TNR Cats outside City limits: 23 (surgeries performed by ASCMV at beginning of year for individuals & non-profits)

Note: ASCMV has resumed their TNR program & agreed to continue working with SNAP on 27 outstanding vouchers not yet in our system and therefore not reported in the numbers above. Total Spay-Neuter Vouchers Issued: 1118

\* DAU= Dona Ana Unincorporated , non- Dona Ana Unincorporated

\* The Paws 'n Hooves Mobile Clinic

\_\_\_\_\_

-submitted by Jean Gilbert, secretary Coalition 4 Pets & People (12-11-20)