



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

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, December 22<sup>nd</sup>, 2022 at 9:00 am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

### AGENDA

- I. **Call to Order & Pledge of Allegiance**
- II. **Determination of a Quorum**
- III. **Changes to Agenda and Approval of Agenda**
- IV. **Minutes**
  - a. Approval of the Minutes from the regular ASCMV Board Meeting held November 17<sup>th</sup>, 2022.
- V. **Reports/Presentations**
  - a. CfPP Presentation: Dona Ana County Humane Society (DACHS) – Sarah C. Kurtz
  - b. City and County ACO Reports – City Animal Control and County Animal Control
  - c. Shelter Statistics/Activities – Clint Thacker
  - d. Committee Reports
    1. Finance – Eric Enriquez, Committee Chair
    2. Executive – Becky Corran, Committee Chair
    3. Facilities – Kasandra Gandara, Committee Chair
- VI. **Action Items**
  - a. Resolution 2022-10\_Reasonable Notice of Meetings 2023
  - b. Resolution 2022-11\_Adoption of ASCMV 2023 Holiday/Closure Schedule
- VII. **Public Input**
- VIII. **Chair and Board Comments**
- IX. **Adjournment**

**Next Meeting: January 26, 2023**

If You Need an Accommodation for a Disability to Enable You to Fully Participate in this Event Please Contact Us 48 Hours Before the Event at [382-0018/v](tel:382-0018) or [541-2128/tty](tel:541-2128). Posted Dated: December 19<sup>th</sup>, 2022.



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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2  
3 **November 17, 2022 at 9:00 a.m.**

4  
5  
6 **BOARD MEMBERS PRESENT:**

7 Becky Corran– Chair  
8 Yvonne Flores - Board Member  
9 Kasandra Gandara - Board Member (arrived 9:33)  
10 Fernando Macias - Board Member  
11 Mary Lou Ward - Ex-Officio Member  
12

13 **BOARD MEMBERS ABSENT:**

14 Lynn Ellins – Vice-Chair  
15 Manuel Sanchez - Board Member (arrived 9:03)  
16 Eric Enriquez - Ex-Officio Member (arrived 9:03)  
17

18 **I. Call to Order & Pledge of Allegiance (9:00 a.m.):** Chair Corran called the  
19 meeting to order.  
20

21 **II. Determination of Quorum:** A quorum was determined. The reason the county  
22 commissioners aren't present at the beginning is due to a conflicting meeting with  
23 South Central Solid Waste.  
24

25 **III. Changes to Agenda and Approval of Agenda:** Motion by Board Member  
26 Macias, second by Board Member Flores. Motion passed.  
27

28 **IV. Minutes**

29  
30 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**  
31 **October 27, 2022:** Motion by Board Member Macias, second by Board  
32 Member Flores. Motion passed.  
33

34 **V. Reports/Presentations**

35  
36 **A. CfPP Presentation: SNAP (Spay Neuter Action Program):** Michelle  
37 Corella gave the presentation. An overview of the amount of animals that  
38 were spayed and neutered within the past 10 years through SNAP were  
39 roughly 14,500. SNAP was in operation prior to 2012 but the information  
40 wasn't found in time for the meeting. Based on the numbers for 2022 thus  
41 far they will most likely hit the 1,300 mark by the end of the year. They are  
42 roughly 50/50 between the City and county for 2022; county has a slightly  
43 higher percentage of dogs and cats but it's close. Historically SNAP does  
44 more dogs but cats are catching up.  
45

1 SNAP serves low income families in Las Cruces and Doña Ana County.  
2 They are qualified based on HUD income guidelines per their family size.  
3 Qualified City residents and those who live in incorporated areas of the  
4 county pay a reasonable co-pay compared to the normal charge of  
5 veterinarians. Those who live in unincorporated areas do not have a co-  
6 pay and receive a voucher for rabies shot and microchip if needed. The  
7 services are provided as a result of SNAP receiving funding from Doña Ana  
8 County for that purpose. There are various ways for people to contact  
9 SNAP; call, come in person to the office, or send an e-mail. Eligibility  
10 questions will be asked; after qualifying and depending on the physical  
11 address the client will receive the appropriate application. They then  
12 complete the application and return it with the supporting documentation to  
13 receive up to six vouchers a year to be redeemed at local participating  
14 veterinarians; the ASCMV is one of those participants. At the end of the  
15 month all participating veterinarians return the redeemed vouchers to be  
16 paid.

17  
18 They are still located at the same place and open Tuesday through Friday  
19 from 11:00 am to 3:00 pm. There is a website, active e-mail, or leave a  
20 voicemail on the phone. Board Member Flores thanked Ms. Corella for her  
21 work. Board Member Macias stated that the county supports SNAP and  
22 believes there's a good turnaround in terms of investment. There is a very  
23 strong partnership and their support has increased over time. He  
24 congratulated Ms. Corella on the higher numbers. There was a discussion  
25 on whether there is a database with county wide effort of spay and neuter;  
26 there doesn't seem to be although SNAP does have some data from  
27 ASCMV. Some veterinarians may be willing to share information as well.  
28 Ms. Corella is willing to look into that. Chair Corran would also like to know  
29 how many animals in the county are spayed and neutered as well.

30  
31 There was discussion on structural factors that would increase the capacity  
32 of SNAP and other places that spay and neuter; there is a severe veterinary  
33 shortage in this community. Gestation for both dogs and cats are roughly  
34 63 days and the surgeries are out multiple months now. This is a nationwide  
35 problem. SNAP specifically doesn't do the TNR. With the scheduling  
36 complications adding TNR would complicate it further. They are hoping to  
37 have more veterinarians come into the community. They would also love  
38 to work with the City similar to working with the county and will keep co-  
39 pays low.

40  
41 **B. City and County ACO Reports - City and County Animal Control:**  
42 Officer Wiitala from City ACO gave their report to include 530 stray animal  
43 calls; 283 were gone on arrival and 205 were apprehended. 215 were  
44 impounded at the ASCMV. There were 32 successful field return with six  
45 unsuccessful for a total of 38 identifiable stray animals. A three year  
46 comparison chart of stray animal calls was shown; there was an increase

1 this past month. A three year comparison chart of field RTO was shown; a  
2 little down this month. The Community Cat Program slide was shown; the  
3 green number showed the number of cats in traps the officers responded to  
4 and the blue number showed the number of community cats that were  
5 released out into the field. They responded to 42 cats in trap calls; of those  
6 seven were already identified as Community Cats so they were released.  
7

8 Reasons for owner release included five dogs where the owner could not  
9 have them in the confined space they were living in, two dogs because there  
10 were too many and the owner was unable to rehome them, one dog killed  
11 the family cat, one dog because it was a puppy and too playful for the older  
12 dog, one dog for aggression toward people or other pets, one dog that was  
13 old, one dog that was old with a euthanasia request, one dangerous dog  
14 admittance, and one cat because it bit the owner. The reasons of being  
15 unable to field RTO include two did not have chips registered, two had no  
16 contact with the owner by phone or at the residence, one where the owner  
17 was running errands and said they would pick up the animal from the  
18 Shelter, and one where the owner was at work. Board Member Flores  
19 thanked her for the information.  
20

21 Brian Hulseley from County ACO gave the report to include 268 reported  
22 strays of which 237 were picked up: 103 cats and 134 dogs. There were  
23 nine sick or injured animals; six cats and three dogs. There were nine owner  
24 release animals: two cats and seven dogs. A four year comparison chart of  
25 reported strays was shown; within averages. A four year comparison chart  
26 of field return to owner was shown; there were 25 returned in October.  
27 Additional animals picked up included two owner surrender cats, seven  
28 owner surrender dogs, nine sick or injured animals, one welfare hold, nine  
29 shelter quarantine, three home quarantines, two dogs picked up for a  
30 livestock attack case, eight held at the court hold facility waiting for trials,  
31 and one rabies submission that was negative.  
32

33 A slide of the Geo Districts was shown. Animals picked up by Districts were  
34 shown. District 1 had five total; District 2 had 41 total; District 3 had 31 total;  
35 District 4 had 67 total; District 5 had 30 total; District 6 had an uptick in cats;  
36 District 7 had 44 total. A graph was shown of the stray cats picked up by  
37 District for the year; District 7 had more numbers due to being in the area  
38 more this past month. A graph was shown of the stray dogs picked up by  
39 District for the year. The reasons for the owner release animals included  
40 one wasn't getting along with the other dogs in the house, four vicious or  
41 livestock attacks, two where the owner was deceased and the family was  
42 unable to rehome the animals, and two that were aggressive. District 3 is  
43 Butterfield, Organ, WSMR, and etcetera; the stats typically show it's one of  
44 the highest areas but was low this month. Usually during wintertime the  
45 animals in that area don't go out as much. District 4 and District 7 typically  
46 has the uptick.

1  
2 C. **Shelter Statistics/Activities:** Clint Thacker gave the presentation. Total  
3 animals at the Center is 505. Total intake was 845; the number has been  
4 increasing to pre-pandemic levels. There are 447 dogs and 394 cats. How  
5 the animals come into the Center are broken up into 11.8% owner  
6 surrender, 1% returns, 4% seized or welfare hold, 26% strays coming in by  
7 the public, 56.8% coming in from ACO's. The returns were a total of eight  
8 animals: six dogs and two cats. The Center always asks why they return  
9 the animal and tries to give them resources to keep the animals. The front  
10 staff diverted 267 animals from coming into the Center. Outcomes had 177  
11 adoptions for a total of 20.9%, reclaims and rescues are at 11%, 16.5% was  
12 Community Cats, and 36.8% euthanasia; 62% is the live release rate. This  
13 is the lowest for a while but The Center will no longer be warehousing  
14 animals. Even with 505 the quality of care is at risk which means to keep  
15 the numbers low they will need to euthanize more.

16  
17 A slide was shown of the animals transferred to rescues or places animals  
18 are sent to; 93 total. Mr. Thacker thanked them all. Euthanasia reasons  
19 that include space is because the animal is not medically doing well and  
20 they need space; this is the highest reason for dogs. Medial respiratory  
21 signs RX means treatment; highest is cats. The next highest is medical  
22 respiratory signs non-responsive. The next is failure to thrive; especially  
23 kittens as people don't know how to care for kittens and by the time the  
24 kittens are taken to the Shelter they no longer have a will to survive. Another  
25 reason for dogs is PARVO; non-treatment means the animal had clinical  
26 signs of PARVO which means they have to euthanize as there's no space  
27 for treatment. The final reason for dog is aggressive behavior.

28  
29 Total surgeries included 404 surgeries; to date they have done 3,781  
30 surgeries. Total visitors were 1,791. Appointments were 103; 59% resulted  
31 in adoptions. Walk-ins were 307 groups who specifically selected adoption  
32 on the sign in form which resulted in 29.6% of finalized adoptions. Total  
33 volunteer hours were 674 with 375 volunteers; the dog walking team have  
34 a goal to walk every dog in the Center that is available to be walked. The  
35 website page views are 37,252. Facebook views were 6,282 views; need  
36 to confirm it's being counted the same as nothing was different. The  
37 December 4th drive through clinic was announced at the end of the month  
38 or the firefighter's calendar could have caused the uptick in views. The drive  
39 through clinic will be at the Field of Dreams from 9:00 am to 2:00 pm. Mr.  
40 Thacker thanked James Corporation; the contractor that's building the new  
41 Center. They are going to sponsor \$1,000 worth of microchips. ASA  
42 Architects designed the new Center and will also to \$1,000 sponsor. That  
43 will be a total of 200 microchips free for everyone.

44  
45 It is a grim outlook is unfortunate but the standard of care drops significantly  
46 once there is a high population. Staff is doing their best. The new Center

1 will help a little once it is open. The high population also gives higher  
2 chances of sickness and stress among the animals; this keeps them from  
3 being adopted. Board Member Flores thanked Mr. Thacker for working  
4 hard. They thanked Bernice for putting the presentation together as well.  
5 Chair Corran appreciates increasing the amount of data put in the  
6 presentations as well. Board Member Macias asked if there has been over  
7 5,000 animals when including SNAP into the data; the data from ASCMV is  
8 year to date. Mr. Thacker will get him the information of the previous year.  
9

10 The surgeries in the data can be any kind of surgery, not just sterilization.  
11 The majority of the surgeries are sterilization though. Sterilization surgeries  
12 include 164 TNR, 99 adoptions, 56 Shelter foster animals, and 85 others;  
13 the other includes SNAP surgeries and other rescues that bring their  
14 animals in. Animals that are being returned to owner are the highest priority.  
15 There isn't really a set amount of time before an animal is sterilized; it  
16 depends on the situation. Animals very rarely come into the Shelter and  
17 leave without being sterilized; only if very young or very sick. In 2021 the  
18 Center did 4,030 surgeries; TNR was highest with 1,311, Shelter animals  
19 prior to adoption was 889, adopted animals was 824, rescue animals were  
20 389, SNAP was 304, return to owners was 184, and other surgeries was  
21 129. Board Member Gandara asked them to put that information out  
22 publicly often as it's a great achievement. The Center has a great  
23 relationship with publications and it's done daily in the daily report.  
24 Whenever Mr. Thacker does a report, he reviews the previous year's  
25 numbers. Dr. Hadden and staff were thanked for everything they do.  
26

#### 27 **D. Committee Reports**

- 28
- 29 **1. Finance - Eric Enriquez, Committee Chair:** There was not a  
30 Finance Committee meeting this month; it would normally have been  
31 the third Thursday. Liam Beasley gave the unaudited financial report  
32 for October. There is a cash balance of \$1,059,625 which makes up  
33 the total assets. Liabilities total \$114,563 with revenues collected in  
34 advance of \$261,397; this left an unassigned fund balance of  
35 \$683,665. Change in net position for all funds included General Fund  
36 total revenues at \$1,558,666 and total expenditures at \$1,176,675; a  
37 positive net change of \$381,991. The budget to actual change in net  
38 position is 37.5% of budgeted revenue and 27.4% of budgeted  
39 expenditures. The budget parameter is 33.3%.

40

41 A line graph comparison of expenditures versus revenues per month  
42 was shown. Revenues stayed roughly the same with \$130,000  
43 decrease in expenditures; mostly due to the fact that in September  
44 there were three pay periods posted and in October there was only  
45 two. Percentage of total expenditures included 55% salary, 19%  
46 benefits, 2% temp services, 0.5% repairs and maintenance, 14%

1 services, 4% supplies, 4% insurance, 1% in other, and capitol was  
2 0.6%. The City is currently undergoing their auditing process; there  
3 is an exit interview this afternoon with the auditors regarding ASCMV.  
4

5 2. **Executive – Becky Corran, Committee Chair:** They met November  
6 1st and discussed formalizing a system that is already informally  
7 related to Mr. Thacker’s travel. They created a plan for the strategic  
8 planning session that will be coming up November 30th from 2:00 pm  
9 to 4:00 pm. There will be an individual from Best Friend’s coming to  
10 discuss strategic planning; she’s done several of them and thinks two  
11 hours may not be enough. However, if there is a rough outline with a  
12 start on the higher points and a budget on what it will take that will  
13 start the ball rolling. Mr. Thacker can then meet with each committee  
14 and discuss at each Board meeting on the process.  
15

16 3. **Facilities - Kasandra Gandara, Committee Chair:** They did not  
17 meet this month. The facilities are looking very well. The existing  
18 facility has preventative maintenance for drains. There are some  
19 issues with the vehicles, especially the large white transport van. That  
20 will hopefully be addressed with City fleet. It broke down on someone  
21 traveling and seems to have a blocked fuel pump; fleet says it’s okay  
22 though. The new Center is coming along well. The recent update is  
23 at 89% completion. Landscaping is going in now; rock is being  
24 poured. The awning for the large parking area is going in. The three  
25 washout ports have been erected and much of the fencing has gone  
26 up. There is still a completion date of December 27<sup>th</sup>; contractors  
27 state they can be in the building by then but there won’t be any dog  
28 kennels nor some cat cages. Those are all backlogged. However,  
29 they will be able to do licensing, adoptions, and more out of the new  
30 building. This could be a blessing by moving in little by little to see  
31 how the flow will move with the staff. There is still quite a lot to  
32 purchase; expenditures will go up for exam tables, stainless steel  
33 kennels, dishwasher, shelving, and etcetera.  
34

35 **VI. PUBLIC INPUT:** There was none.  
36

37 **VII. CHAIR AND BOARD COMMENTS:** Board Member Ward stated that Doña Ana  
38 County Animal Control Ordinance has been revised and was approved by the  
39 Board of County Commissioners; it will be in effect November 28th. There are  
40 some minor changes as well as sections that allow for more enforcement from the  
41 officers in regards to animals killing livestock. Board Member Gandara  
42 recommended they have a segment as part of this meeting to go over those and  
43 compare and contrast between the City and county. Board Member Macias stated  
44 that they can get all the changes, compare them to the counterparts in the City,  
45 see if there’s a difference, and then submit a report to the Board, high level items.  
46 Board Member Gandara thanked everyone for being here; she’s still on the fence

1 as to whether she can attend the strategic planning event but should know within  
2 the next few days and will let Chair Corran and Mr. Thacker know. Chair Corran  
3 had the opportunity to talk to the Humane Society on their podcast for November;  
4 there was a tiny preview of the upcoming promotion with the ASCMV adoptions in  
5 December. She thanked everyone involved.

6  
7 **VIII. Adjournment (10:10 p.m.)**

8  
9 **BOARD OF DIRECTORS**

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11 \_\_\_\_\_  
12 Becky Corran, Chairperson

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14 \_\_\_\_\_  
15 Lynn Ellins, Vice-Chair

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17 \_\_\_\_\_  
18 Yvonne Flores, Board Member

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20 \_\_\_\_\_  
21 Kasandra Gandara, Board Member

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23 \_\_\_\_\_  
24 Fernando Macias, Board Member

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26 \_\_\_\_\_  
27 Manuel Sanchez, Board Member

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29 \_\_\_\_\_  
30 Eric Enriquez, Ex Officio Member

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32 \_\_\_\_\_  
33 Mary Lou Ward, Ex Officio Member

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44 **ATTEST:**



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Amanda Lopez Askin, County Clerk

## MEMORANDUM

**To:** Animal Service Center of the Mesilla Valley Board of Supervisors  
**From:** Josie Trevino, Comptroller **Initials:** JT  
**Date:** December 13, 2022

**Subject:** Animal Service Center of the Mesilla Valley Unaudited Financial Report for November 30, 2022.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended November 30, 2022. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$875,405 in the General Fund. Total assets were \$1,008,223. Accrued payroll liabilities ended at \$114,563. Total liabilities were \$363,843. The unassigned fund balance was \$644,380.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$1,849,628 which is 44.6% of budget. YTD operating expenditures were \$1,498,172 which is 34.9% of budget. The operating income for the period was \$351,456.
- Operating revenues were at 44.6% due to the initial contributions from the City of Las Cruces and Dona Ana County of 22% of budgeted financial contributions. Onsite adoptions were at 50.5%, Dona Ana County Return to owner revenues were at 46.3%, Donations at 73.1%, and City of Anthony revenue was at 48.3%, all of which contributed to the 44.6% of total revenues. Insurance expenditures were at 81.4% of budget due to pre-payment of premiums and benefits were at 43.1% of budget. All other expenditures were below the budget parameter of 41.7%.
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

CC: Josh Saffell, Accounting Supervisor

**Initials:** JS  
JS

**Animal Service Center of the Mesilla Valley**  
**Statement of Net Position**  
**November 30, 2022 (Unaudited)**

	<b>Fund 7440 General Fund</b>	<b>Fund 7441 Capital Projects</b>	<b>Fund 9440 Capital Assets</b>	<b>Statement of Net Position</b>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & investments	\$ 875,405	\$ 741,750	\$ -	\$ 1,617,155
Accounts receivable	132,818	-	-	132,818
<b>Total Current Assets</b>	<u>1,008,223</u>	<u>741,750</u>	<u>-</u>	<u>1,749,973</u>
<b>Capital Assets</b>				
Equipment, net of accum depr	-	-	219,967	219,967
<b>Total Capital Assets</b>	<u>-</u>	<u>-</u>	<u>219,967</u>	<u>219,967</u>
<b>Total Assets</b>	<u><u>1,008,223</u></u>	<u><u>741,750</u></u>	<u><u>219,967</u></u>	<u><u>1,969,940</u></u>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable	-	-	-	-
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	114,563	-	-	114,563
Revenue collected in advance	249,280	-	-	249,280
<b>Total Current Liabilities</b>	<u>363,843</u>	<u>-</u>	<u>-</u>	<u>363,843</u>
<b>Fund Balance</b>				
Restricted	-	741,750	-	741,750
Unassigned	644,380	-	219,967	864,347
<b>Total Fund Balance</b>	<u>644,380</u>	<u>741,750</u>	<u>219,967</u>	<u>1,606,097</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,008,223</u>	<u>\$ 741,750</u>	<u>\$ 219,967</u>	<u>\$ 1,969,940</u>

**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, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Revenues</b>			
Pet licenses-DAC	14,389	4,107	28.5%
Vaccinations	53,010	11,937	22.5%
Pet micro-chip	30,292	6,277	20.7%
Onsite adoptions	90,000	45,463	50.5%
Return to owner-DAC	15,806	7,318	46.3%
Return to owner-CLC	25,792	9,625	37.3%
Spay/neuter	79,349	13,020	16.4%
Dona Ana County	1,750,000	820,273	46.9%
City of Las Cruces	1,750,000	881,364	50.4%
City of Anthony	6,000	2,900	48.3%
Donations & memorials	25,052	18,314	73.1%
Grant Revenue	287,519	31,493	11.0%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	20,973	7,325	34.9%
Investment income	-	(9,788)	-100.0%
<b>Total revenues</b>	<b><u>4,151,375</u></b>	<b><u>1,849,628</u></b>	<b><u>44.6%</u></b>
<b>Expenditures</b>			
Salary	1,957,968	808,951	41.3%
Benefits	646,022	278,632	43.1%
Temp agency services	89,331	17,860	20.0%
Repairs and maintenance	48,488	7,028	14.5%
Services	902,762	236,988	26.3%
Supplies	312,539	71,571	22.9%
Insurance	58,708	47,770	81.4%
Other	44,326	15,477	34.9%
Capital outlay	227,706	13,895	6.1%
<b>Total expenditures</b>	<b><u>4,287,850</u></b>	<b><u>1,498,172</u></b>	<b><u>34.9%</u></b>
Net income (loss)	<b><u>(136,475)</u></b>	<b><u>351,456</u></b>	
Transfer to capital from operations		(8,750)	
<b>Net change in Fund Balance</b>	<b><u>\$ (136,475)</u></b>	<b><u>342,706</u></b>	
<b>Beginning Fund Balance</b>		<u>301,674</u>	
<b>Ending Fund Balance</b>		<b><u>\$ 644,380</u></b>	

<b>BUDGET PARAMETER</b>	<b>41.7%</b>
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**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, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	123,593	47,088	38.1%
Benefits	53,612	21,438	40.0%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	40,500	16,622	41.0%
Supplies	3,125	341	10.9%
Insurance	-	-	0.0%
Other	3,938	1,234	31.3%
Capital outlay	<u>136,475</u>	<u>-</u>	0.0%
<b>Total expenditures</b>	<b><u>361,243</u></b>	<b><u>86,723</u></b>	<b>24.0%</b>

**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, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	570,262	187,126	32.8%
Benefits	153,663	59,656	38.8%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	397,928	71,581	18.0%
Supplies	66,846	2,315	3.5%
Insurance	-	-	0.0%
Other	16,500	4,027	24.4%
Capital outlay	<u>83,731</u>	<u>7,095</u>	8.5%
<b>Total expenditures</b>	<b><u>1,288,930</u></b>	<b><u>331,800</u></b>	<b>25.7%</b>

**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, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	722,085	367,349	50.9%
Benefits	252,139	112,334	44.6%
Temp agency services	89,331	17,860	20.0%
Repairs and maintenance	48,488	7,028	14.5%
Services	36,345	84	0.2%
Supplies	197,256	62,689	31.8%
Insurance	-	-	0.0%
Other	22,888	9,970	43.6%
Capital outlay	15,000	6,800	45.3%
<b>Total expenditures</b>	<u>1,383,532</u>	<u>584,114</u>	<b>42.2%</b>

**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, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	542,028	207,388	38.3%
Benefitis	186,608	85,207	45.7%
Repairs and maintenance	-	-	0.0%
Services	427,989	148,701	34.7%
Supplies	45,313	6,225	13.7%
Insurance	58,708	47,770	81.4%
Other	1,000	245	24.5%
<b>Total expenditures</b>	<u>1,261,646</u>	<u>495,535</u>	<b>39.3%</b>



**Animal Service Center of the Mesilla Valley**  
**Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance as of November 30, 2022 (Unaudited)**

General Fund 7440	Revised Budget	July 2022	August 2022	September 2022	October 2022	November 2022	Total	Actual/Bgt %
<b>Revenues</b>								
Pet licenses-DAC	\$ 14,389	\$ 1,151	\$ 1,028	\$ 749	\$ 569	\$ 610	4,107	28.5%
Vaccinations	53,010	1,057	8,424	904	983	569	11,937	22.5%
Pet micro-chip	30,292	770	3,242	1,060	725	480	6,277	20.7%
Onsite adoptions	90,000	2,205	2,725	18,745	9,299	12,489	45,463	50.5%
Return to owner-DAC	15,806	2,440	1,950	1,135	993	800	7,318	46.3%
Return to owner-CLC	25,792	1,545	2,075	2,360	2,220	1,425	9,625	37.3%
Spay/neuter	79,349	2,385	3,000	2,915	2,655	2,065	13,020	16.4%
Dona Ana County	1,750,000	319,000	102,818	132,818	132,819	132,818	820,273	46.9%
City of Las Cruces	1,750,000	385,000	124,091	124,091	124,091	124,091	881,364	50.4%
City of Anthony	6,000	-	-	2,900	-	-	2,900	48.3%
Donations & memorials	25,052	2,885	3,394	7,215	2,808	2,012	18,314	73.1%
Grant revenue	287,519	-	5,233	3,494	10,649	12,117	31,493	11.0%
City of Sunland Park	2,858	-	-	-	-	-	-	0.0%
Village of Hatch	335	-	-	-	-	-	-	0.0%
Other revenue	20,973	1,375	1,382	1,177	1,905	1,486	7,325	34.9%
Investment income	-	-	-	(9,788)	-	-	(9,788)	-100.0%
<b>Total revenues</b>	<u>4,151,375</u>	<u>719,813</u>	<u>259,361</u>	<u>289,776</u>	<u>289,716</u>	<u>290,962</u>	<u>1,849,628</u>	<u>44.6%</u>
<b>Expenditures</b>								
Salary	1,957,968	83,319	155,741	245,137	162,394	162,361	808,951	41.3%
Benefits	646,022	29,352	53,784	84,115	56,178	55,204	278,632	43.1%
Temp agency services	89,331	-	15,125	-	2,736	-	17,860	20.0%
Repairs and maintenance	48,488	1,300	87	2,385	1,833	1,423	7,028	14.5%
Services	902,762	19,176	49,697	60,292	38,504	69,319	236,988	26.3%
Supplies	312,539	2,115	13,497	17,954	15,379	22,627	71,571	22.9%
Insurance	58,708	1,305	33,061	8,327	3,168	1,909	47,770	81.4%
Other	44,326	1,349	3,393	6,784	2,094	1,857	15,477	34.9%
Depreciation	-	-	-	-	-	-	-	0.0%
Capital outlay	227,706	-	-	-	7,095	6,800	13,895	6.1%
<b>Total expenditures</b>	<u>4,287,850</u>	<u>137,916</u>	<u>324,385</u>	<u>424,994</u>	<u>289,381</u>	<u>314,700</u>	<u>1,498,172</u>	<u>34.9%</u>
Net Operating Income (Loss)	<u>(136,475)</u>	<u>581,897</u>	<u>(65,023)</u>	<u>(135,219)</u>	<u>335</u>	<u>(23,737)</u>	<u>351,456</u>	
Transfers	-	-	-	-	-	(8,750)	(8,750)	
Net Change in Fund Balance	<u>\$ (136,475)</u>	<u>\$ 581,897</u>	<u>\$ (65,023)</u>	<u>\$ (135,219)</u>	<u>\$ 335</u>	<u>\$ (14,987)</u>	<u>\$ 342,706</u>	

**Animal Service Center of the Mesilla Valley  
Grants and Donations Schedule  
as of November 30, 2022**

<b>Fund</b>	<b>Project</b>	<b>Project Name</b>	<b>Award Amount</b>	<b>Life-to-Date Expenditures</b>	<b>Remaining Balance</b>	<b>Type</b>	<b>End Date</b>	<b>Purpose</b>	
7440	11924	Best Friends Executive Leadership	\$ 5,000	1,249	\$ 3,751	Local Grant	Until Spent	Lifesaving purposes	
7440	11943	Carroll Petrie Foundation	\$ 25,000	25,000	\$ -	Local Grant	Until Spent	No stipulations	
7440	11944	Maddie's Pet Foster Care COVID Stimulus	\$ 10,000	3,888	\$ 6,112	Local Grant	Until Spent	Supports ASCMV Foster Care Efforts	
7440	12049	Carroll Petrie Foundation	\$ 150,000	137,208	\$ 12,792	Local Grant	Until Spent	For general operating Support	
7440	12097	Best Friends Animal Society	\$ 40,000	37,510	\$ 2,490	Local Grant	Until Spent		
7440	Unassigned	Pet Smart Charities	\$ 1,000	-	\$ 1,000	Local Grant	Until Spent		
7440	74220	Petco Love Grant	\$ 50,000	6,865	\$ 43,135	Local Grant	02/15/2023	Lifesaving purposes	
7440	74221	TNR Mobile Unit	\$ 150,000	-	\$ 150,000	Local Grant	04/30/2023	Exclusively for the purchase of a new TNR mobile unit	
7440	74222	Pet Smart Shelter Impact Relief Grant	\$ 30,000	-	\$ 30,000	Local Grant	11/30/2022	Support movement of adoptable animals for adoption, transport and/or other positive outcomes	
					<b>\$ 249,280</b>				









# ASCMV FS 11302022

Final Audit Report

2022-12-14

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# Animal Services Center of the Mesilla Valley

Monthly Statistics Report-November 2022

<b>INTAKE</b>	<b>City of Las Cruces</b>	<b>Dogs</b>	<b>Cats</b>	<b>Rabbits</b>	<b>Reptiles</b>	<b>Pocket Pets</b>	<b>Avian E</b>	<b>Avian L, W</b>	<b>Livestock</b> <small>(horse, goat, sheep, pig, donkey)</small>	<b>Wildlife</b> <small>(skunk, bat, coyote, fox, raccoon)</small>	<b>Total</b>
	<b>City of Las Cruces</b>										
	Owner Surrender	37	13								52
	Returned Adoptions	2	1								3
	Seized/Welfare Hold	15	3								18
	Strays (brought in by the public)	54	52			1					107
	Strays (brought in by Animal Control)	70	93						2		165
	Wildlife										0
	<b>Subtotal City of Las Cruces</b>	<b>178</b>	<b>162</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>345</b>
	<b>Doña Ana County</b>										
	Owner Surrender	51	10	1							62
	Returned Adoptions	2	1								3
	Seized/Welfare Hold	7	0								7
	Strays (brought in by the public)	34	35			2					71
	Strays (brought in by Animal Control)	135	94					3			232
	Wildlife										0
	<b>Subtotal Doña Ana County</b>	<b>229</b>	<b>140</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>375</b>
	Anthony, NM	30	9								39
	Hatch										0
	Mesilla	1	0								1
	Sunland Park	2	2								4
	WSMR	1	0								1
	Born In Care	20	0								20
	Community Cats										0
	Jurisdiction Unknown/Other	1	0								1
	Transfers In										0
	<b>Total Intake</b>	<b>462</b>	<b>313</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>786</b>



	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass	1	0								1
Medical - Neurological	2	0								2
Medical - Organ Failure										0
Medical - Parvo - Exposed										0
Medical - Parvo - TX										0
Medical - Parvo - Non TX	30	0								30
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX	12	9								21
Medical - Respiratory Signs - Non TX	5	58								63
Medical - Ringworm	0	10								10
Offsite Euthanasia										0
Rabies Suspect - General										0
Rabies Suspect - Injured										0
Rabies Suspect - Sick/Symptomatic										0
Rabies Suspect - Wildlife										0
Severe Injuries - Animal Attack	1	2								3
Severe Injuries - General	2	4								6
Severe Injuries - Hit By Car	0	1								1
Space - Behavior	2	7								9
Space - General										0
Space - Medical	13	0								13
Wildlife - Nuisance										0
<b>Subtotal Euthanized</b>	<b>124</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>256</b>
<b>Euthanasia Rate</b>	<b>26.8%</b>	<b>41.5%</b>	<b>na</b>	<b>na</b>	<b>40.0%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>32.6%</b>
<b>Total Outcome</b>	<b>477</b>	<b>376</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>866</b>

<b>Grand Total</b>	<b>Intake*</b>	<b>462</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>786</b>
	<b>Outcome*</b>	<b>477</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>866</b>
<b>Statistics</b>	<b>Live Release Rate</b>	<b>70.7%</b>	<b>100.0%</b>	<b>na</b>	<b>75.0%</b>	<b>na</b>	<b>100.0%</b>	<b>100.0%</b>	<b>na</b>	<b>68.0%</b>
	Euthanized, Expired in Care, DOA	129	0	0	2	0	0	0	0	269
	Average Intake/day	15.4	0.0	0.0	0.2	0.0	0.1	0.1	0.0	26.2
	Average Outcome/day	15.9	0.0	0.0	0.3	0.0	0.1	0.0	0.0	28.9
	Average Euthanizations/day	4.1	0.0	0.0	0.1	0.0	0.0	0.0	0.0	8.5
	Average RTO/day	2.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.1
	Average Adoptions/day	2.9	0.0	0.0	0.0	0.0	0.1	0.0	0.0	4.9

\*\*ASCMV Website Page Views -- 36,339      \*\*ASCMV Instagram -- 20,644 people reached; 310,704 impressions; 226 ad clicks

\*\*ASCMV Facebook Page Views -- 11,594      \*\*ASCMV Snapchat -- impressions; ad clicks (Off for November)



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2022-10**

**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.
2. 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 22<sup>nd</sup> day of December, 2022.**

\_\_\_\_\_  
Board Chairperson

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**VOTE:**

Becky Corran, Chair _____	_____ yea _____ nay
Lynn Ellins, Vice-Chair _____	_____ yea _____ nay
Manuel Sanchez, Member _____	_____ yea _____ nay
Yvonne Flores, Member _____	_____ yea _____ nay
Kasandra Gandara, Member _____	_____ yea _____ nay
Fernando Macías, Member _____	_____ yea _____ nay
Eric Enriquez, Ex-Officio _____	_____ yea _____ nay
Mary Lou Ward, Ex-Officio _____	_____ yea _____ nay

**ATTEST:**

\_\_\_\_\_  
Amanda López Askin, Ph. D., County Clerk



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2022-11**

**RESOLUTION APPROVING THE 2023 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 2023 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 shown in Exhibit "A" hereto attached.

**(I)**

In the event the services of any Animal Service Center of the Mesilla Valley employee(s) is necessary on any of the holidays listed, compensation shall be made at the approved holiday rate that has been established.

**(II)**

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

**PASSED AND APPROVED this 22<sup>nd</sup> day of December, 2022.**

\_\_\_\_\_  
Board Chairperson

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

VOTE:

Becky Corran, Chair _____	_____yea_____nay
Lynn Ellins, Vice-Chair _____	_____yea_____nay
Manuel Sanchez, Member _____	_____yea_____nay
Yvonne Flores, Member _____	_____yea_____nay
Kasandra Gandara, Member _____	_____yea_____nay
Fernando Macías, Member _____	_____yea_____nay
Eric Enriquez, Ex-Officio _____	_____yea_____nay
Mary Lou Ward, Ex-Officio _____	_____yea_____nay

ATTEST:

\_\_\_\_\_  
Amanda López Askin, County Clerk

## ASCMV 2023 HOLIDAY SCHEDULE

January 1, 2023 through December 31, 2023

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
New Year's Day	Sunday, January 1, 2023	Closed
Martin Luther King Jr. Day	Monday, January 16, 2023	Closed
President's Day	Monday, February 20, 2023	Closed
Easter	Sunday, April 9, 2023	Closed
Memorial Day	Monday, May 29, 2023	Closed
Juneteenth Independence Day	Monday, June 19, 2023	Closed
Independence Day	Tuesday, July 4, 2023	Closed
Labor Day	Monday, September 4, 2023	Closed
Indigenous Peoples' Day	Monday, October 9, 2023	Closed
Veterans Day	Friday, November 11, 2023	Closed
Thanksgiving Day	Thursday, November 23, 2023	Closed
Christmas Day	Monday, December 25, 2023	Closed

### FLOATING HOLIDAYS

2-8 hour days for full time employees

2-4 hour days for part time employees

Thanksgiving Holiday	Friday, November 24, 2023	Open
Winter Holiday	Tuesday, December 26, 2023	Open

