



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, March 23rd, 2023 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 January 26th, 2023.
- V. **Reports/Presentations**
 - a. Recognition of Vaccination Clinic Participants
 - b. CfPP Presentation:
 - c. City and County ACO Reports – City Animal Control and County Animal Control
 - d. Shelter Statistics/Activities – Clint Thacker
 - e. Committee Reports
 1. Finance – Barbara De Leon, Committee Chair
 2. Executive – Becky Corran, Committee Chair
 3. Facilities – Kasandra Gandara, Committee Chair
- VI. **Discussion Items**
 - a. MOU between HALO Animal Rescue and the ASCMV.
 - b. Old ASCMV Building Mural Recognition
- VII. **Action Items**
 - a. Resolution 2023-01: Accept the \$2,400 HSUS Animal Care Expo Scholarship Grant
 - b. Resolution 2023-02: Accept the ASCMV FY24 Budget
- VIII. **Public Input**
- IX. **Chair and Board Comments**
- X. **Adjournment**

Next Meeting: April 27th, 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: March 17th, 2023.



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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **January 26, 2023 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Becky Corran – Chair
8 Christopher Schaljo-Hernandez – Board Member
9 Kasandra Gandara - Board Member
10 Manuel Sanchez - Board Member
11 Barbara DeLeon - Ex-Officio Member
12 Mary Lou Ward - Ex-Officio Member

13
14 **BOARD MEMBERS ABSENT:**

15 Yvonne Flores - Board Member
16 Fernando Macias - Board Member

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 to be present.

22
23 **III. Changes to Agenda and Approval of Agenda:** Motion by Board Member
24 Gandara, second by Board Member Sanchez. Motion passed.

25
26 **IV. Minutes**

27
28 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
29 **December 22, 2022:** Motion by Board Member Sanchez, second by Board
30 Member Gandara. Motion passed.

31
32 **V. Reports/Presentations**

33
34 **A. CfPP Presentation: The Cat's Meow:** Michelle Corella presented. The
35 Cat's Meow Resource and Adoption Center opened in October 2014. The
36 property was secured by Jake Sims for the Center. It was originally The
37 Green Thumb Nursery. It took almost a year to get the Center ready to
38 open. There are currently about 80 cats currently in the Center, about half
39 young and half older/special needs. All the adoptable cats are on the
40 Center's PetFinder and Facebook sites. Volunteers for the morning shift
41 work from 10:00 to 1:00 and they do most of the cleaning; the afternoon
42 shift work on special projects and receive visitors/facilitate adoptions. The
43 afternoon volunteers usually get out around 5:30. The Center is open from
44 1:00 to 4:00 on Tuesday, Thursday, Saturday, and Sunday for visitors. The
45 Cat's Meow organization is completely staffed by volunteers. Dr. Starr of
46 Paws 'n' Hooves helps neuter the cats. Over the years, including the time

1 working with Big Kitty Fix, the Center has been involved in neutering around
2 3,500 cats. During the Covid shutdowns the number of cats needing help
3 increased. In 2022 the Center adopted out around 500 cats and kittens, as
4 well as doing some transports into Colorado. Expenses average around
5 \$250,000 per year. The Center depends on donations and fundraisers for
6 operating funds. To adopt a fully-vetted cat at the Center it costs around
7 \$70. Adopters are contractually obligated to return the cat if they can no
8 longer keep it. The Center has even repossessed a few cats from people
9 who were not abiding by the adoption contract. Ms. Corella invited
10 everyone to come visit. Board Member Sanchez has a Center cat and is
11 very happy with her. Board Member Gandara is appreciative of the Center's
12 work. The Center is involved with the TNR program now. Board Member
13 Gandara is interested in what sort of educational program the Center has
14 about TNR. Ms. Corella takes the majority of the phone calls for the Center
15 and explains to each individual who calls.

16
17 **B. City and County ACO Reports - City and County Animal Control:** Brian
18 Hulse reported on December with 226 stray animals, 157 were picked up
19 which included 73 cats, 84 dogs. This included eight sick/injured with three
20 cats and five dogs. There were 20 owner surrenders, one cat and 19 dogs.
21 A four-year comparison graph of stray animals was shown; 2022 was
22 slightly less active than other years. A four-year return to owner comparison
23 was shown; 22 were returned in the field in December. There were two
24 welfare hold animals. There were no neglect or cruelty cases. There were
25 six shelter quarantines and no home quarantines. There are six animals in
26 live evidence awaiting court. One rabies submission turned out to be
27 negative for rabies. There were 39 diverted intakes where they were able
28 to provide extra resources and thus the animal was not taken to the shelter.
29 A chart of animals picked up per county district; District 1 had zero cats and
30 two dogs; District 2 had nine cats and 15 dogs; District 3 had 7 cats and 25
31 dogs; District 4 had 44 cats and 21 dogs; District 5 had 10 cats and 12 dogs;
32 District 6 had one cat and zero dogs; District 7 had two cats and nine dogs.
33 Monthly comparison for stray cats and then stray dogs graphs were shown.
34 Reasons for owner release, two animals where people were unable to care
35 for them anymore, six came from one property which had too many dogs,
36 eight were vicious with animals/people/livestock, four of which were
37 surrendered because they attacked their owner's livestock, two sick/injured,
38 one aggressive, and one abandoned at a rental property. Board Member
39 Ward commented that County ACO are involved in educational outreach
40 with people they visit or speak to on the phone, even if the animal is not
41 picked up.

42
43 Gino Jimenez reported the City's December numbers; 394 reported strays,
44 223 gone on arrival, apprehended 171, 137 impounded at ASCMV, 108
45 dogs, 29 cats. Successful field RTO 34 animals, 17 unsuccessful attempts
46 to RTO. Three-year comparison shows 5,691 animals for the year. The

1 numbers stay mostly the same every year. Three-year field RTO graph
2 shows 491 dogs for the year. The community cat program graph was
3 shown, 27 animals trapped, 4 were released in the area as already
4 earmarked. For the year 556 were captured and 102 released. Reasons
5 for owner releasing animals, three dogs for aggression, one sick/old, one
6 owner no longer wanted it because it kept escaping, one dog for behavioral
7 issues, and one cat for sick/old. Reasons unable to field RTO, 13 had no
8 contact by phone or at the residence, one had an Arizona address, one had
9 a County address, and one was an Alto, NM address; one owner was
10 contacted and claimed to be out of town; one was a wrong number and
11 there was still no contact at the residence; one owner claimed to have
12 released it to the ASCMV so the chip had not been updated; and one owner
13 had given it away and did not have contact information for who they gave it
14 to.

15
16 **C. Shelter Statistics/Activities:** Clint Thacker reported December population
17 at the Center was 365; 329 dogs and 36 cats and no other species.
18 December intake was 414 were dogs, 231 cats, 9 others for a total of 654.
19 This is the highest number since 2019. Over half were strays picked up by
20 ACOs. Owner surrenders were almost 17% of intake; 8 dogs were returned,
21 mainly because landlord does not allow pets. Other reasons included life
22 changes and behavioral issues. There were 258 diverted intakes.

23
24 Outcomes had a 78.7% live release rate; 222 were adoptions, 27.4%
25 rescued. Percentages remain similar to past years even though actual
26 numbers were higher. The goal for live release rate is 90% to qualify
27 ASCMV as a no-kill facility. The limited intake in 2020 due to Covid allowed
28 the shelter to achieve that. Transfers to rescues continue to be a great way
29 to get dogs and cats out of the shelter; 179 went to rescues. Action Program
30 for Animals took a large number of medical issue pets which helps ASCMV
31 lower its euthanasia rate. There are several out-of-state rescues who help
32 and Animal Rescue League of El Paso is also very helpful.

33
34 They are euthanizing for behavior/feral for cats and aggressiveness for
35 dogs. The surgery team is doing amazing with trap/neuter/ return at 87,
36 adoptions 127, shelter/foster 68, other surgeries 75. Year to date 4,474
37 surgeries have been done. The team has passed their goal of 4,000
38 surgeries per year. Visitors were 1,623 for December. December
39 adoptions by appointment were successful at 62% of appointments ending
40 in adoptions. Walk-ins continue to be up and down; 360 groups came in
41 and had 102 adoptions which is 28%. The volunteers gave 395 hours.
42 Webpage views were 36,197. Facebook views continue to be high at
43 10,714. There were many Facebook activities such as Home for the
44 Holidays and the foster program.

1 Upcoming events include a Super Sunday Road Race on the fifth, there will
2 be an information booth at the NMSU basketball game for outreach, the
3 drive-through vaccine clinic is scheduled for February 19th, and the Kitten
4 Baby Shower for the foster program is February 25th. Angel and Queen
5 Catherine are the pets of the week.
6

7 **D. Committee Reports**
8

9 **1. Executive – Becky Corran, Committee Chair:** Chair Corran asked
10 the new Board Members to introduce themselves.
11

12 Christopher Schaljo-Hernandez is the newly-elected County
13 Commissioner for District 1.
14

15 Barbara DeLeon is the Chief Administrative Officer for the City.
16

17 The Executive Committee met around January 3rd in the morning.
18 Clint met with Chair Corran and discussed the upcoming agenda,
19 need to elect new officers, and other items needing attention such
20 as the evaluation of the Director as well as upcoming budget
21 planning.
22

23 **2. Finance - Barbara DeLeon, Committee Chair:** The Finance
24 Committee met Thursday, January 19th. Joss Saffell gave the
25 unaudited financials as of December 31, 2022. Statement of Net
26 Position, General Fund has cash \$658,879, receivables \$265,636 for
27 total assets \$924,515. Liabilities of \$114,808, and revenue collected
28 in advance of \$249,280. Unassigned fund balance of \$560,427.
29

30 Change in net position: Total revenues \$2,145,190, total
31 expenditures \$1,875,937. After a transfer out of \$10,500, net change
32 of \$258,753. Budget to actual change in net position: Total revenues
33 of \$2.1 million are 51.7% of budget and total expenditures of \$1.8
34 million were 43.8% of budget. Budget parameter was 50%.
35 Revenues were a little over and expenditures were under this month,
36 which is good. Referring to the graph for revenues vs. expenditures
37 by month, expenditures were well over the revenue. This is
38 explained by a larger increase in the capital outlay; there was a
39 purchase of capital. Total expenditures were \$1,875,937; of that
40 52% was salaries, 18% benefits, 15% services, 6.1% capital, 2%
41 insurance, 5% supplies, 1% other, 1% temporary services, 0.4%
42 repairs and maintenance.
43

44 Board Member Sanchez asked about the budget expenditures and
45 why the supplies and services numbers are so low. Clint Thacker
46 explained that ASCMV has been very frugal lately because the new

1 Center will need to be equipped. Some large purchases will be
2 showing up in the numbers soon. Board Member Sanchez asked for
3 clarification on the low expenditures in the services category. Clint
4 Thacker explained that this covers a wide array of things but he will
5 look into it and let Board Members know.
6

- 7 **3. Facilities - Kasandra Gandara, Committee Chair:** Board Member
8 Gandara said the Facilities Committee did not meet and deferred to
9 Clint Thacker for an update on Facilities progress. Clint Thacker
10 says the facility is looking fantastic. The new building is about 97%
11 complete. There are many small items still left to do, such as doors
12 and windows, touchups on the stucco, etc. There are no cat or dog
13 kennels currently, expected to arrive around mid- to end of March.
14 They are holding off on doing major fixes on the existing facility
15 because the plan is to remodel it soon.
16

17 Board Member DeLeon mentioned that the Finance Committee
18 discussed the monthly financial reports. Finance Department had
19 proposed to provide the reports quarterly instead, as there are
20 generally no large changes from month to month but a quarterly
21 report is very meaningful. She asks for direction from the Board.
22 Chair Corran, Board Member Sanchez, Board Member DeLeon, and
23 Board Member Gandara agree that it sounds like a good idea to
24 receive quarterly reports with the option of coming in sooner if
25 something big happens. Board Member Gandara reminded the
26 Board that the City's Budget Retreat is coming up in February so Mr.
27 Thacker should bring forward his concerns and requests now. Mr.
28 Thacker will be presenting the budget to the Board in February. He
29 will talk to Ms. Leeann DeMouche to be sure they are prepared with
30 their requests for the Retreat. Board Member DeLeon indicated the
31 two-day Budget Retreat is in February. There will be two work
32 sessions scheduled on the budget, one for March and one for April,
33 as well as the main meeting for adopting the budget. There will be
34 time at the work sessions for updates and there will be some time at
35 the Retreat also for in-depth discussion of JPA budget requests.
36 Chair Corran would like to hear important requests as well. Board
37 Member Sanchez has been talking with the County Manager about
38 having more input to the County Budget and asked Mr. Thacker to
39 also have something prepared for the County Commission. Mr.
40 Thacker is almost ready to call for a work session to discuss the
41 budget with the Board.
42

43 **VI. DISCUSSION ITEMS:**

- 44 **A. MOU between the Doña Ana County Humane Society and the ASCMV:**
45 Clint Thacker presented the MOU with the Dona Ana County Humane
46

1 Society. As ASCMV and DACHS work together so much, it was suggested
2 to have this just to make everything easier. Mr. Thacker does have the
3 power granted to him to sign these documents but he wanted to make sure
4 the Board knows what is going on.
5

6 **VII. ACTION ITEMS:**
7

8 **A. Election of Officers:** Chair Corran reminded the Board that it is time again
9 to elect officers. Traditionally the County and City have shifted the positions
10 annually between them. Chair and Vice-Chair need to be elected. Chair
11 Corran asked for nominations for Chair.
12

13 Motion by Board Member Hernandez to elect Board Member Sanchez as
14 Chair, second by Board Member Gandara. Motion passed.
15

16 Motion by Board Member Gandara to elect herself as Vice-Chair, second
17 by Board Member Sanchez. Motion passed.
18

19 **B. Committee Member Appointments:** Chair Corran suggested leaving
20 Board Member DeLeon as the Finance Committee Head as she works
21 closely with the City Finance Department. The Executive Committee is
22 typically chaired by the Chair so Board Member Sanchez would take over
23 that position. Chair Corran asked Board Member Gandara if she would be
24 fine with taking on the Facilities Committee. Clint Thacker said that the
25 bylaws state that the City ex-officio member is to head the Finance
26 Committee and the ex-officio member is over the Facilities Committee.
27 Aside from what the bylaws state, Mr. Thacker is happy to work with Board
28 Member Gandara. Chair Corran supports Board Member Gandara to keep
29 different people in different positions. Board Member Gandara asked if both
30 the Chair and Vice-Chair are expected to attend the Executive Committee
31 meetings. Chair Corran indicated that it is usually supposed to be both.
32 The meetings are usually held via Zoom. Mr. Thacker reminded Chair
33 Corran that the past president is also expected to attend those meetings.
34 Board Member DeLeon asked for clarification as she read that the Finance
35 Committee is supposed to have one non-voting Member as well as one
36 voting Member of the Board. Mr. Thacker explained that it is to have one
37 voting Board Member from the County and one from the City as well as
38 Board Member DeLeon. Board Member Macias and Board Member Flores
39 were on the Finance Committee before now.
40

41 Mr. Thacker clarified the motion: Chair of the Finance Committee is Board
42 Member DeLeon, the County voting representative is Board Member
43 Jonathan Macias, and the City voting representative is Board Member
44 Yvonne Flores. Chair of the Executive Committee is Board Member
45 Sanchez. Chair of the Facilities Committee is Board Member Gandara and
46 County voting representative will be Board Member Hernandez.

1
2 Motion by Board Member Sanchez to confirm the suggested appointments,
3 second by Board Member Gandara. Motion passed.
4

5 Mr. Thacker will cancel all the scheduled meetings and resend the schedule
6 with the appropriate names on it.
7

8 **VIII. PUBLIC INPUT:** There was none.
9

10 **IX. CHAIR AND BOARD COMMENTS:**
11

12 Board Member DeLeon is thankful to serve.
13

14 Board Member Ward had no comment.
15

16 Board Member Sanchez wished everyone a Happy New Year and Welcome to
17 the new Board Members. He expects the year to be exciting.
18

19 Board Member Gandara wished everyone a Happy New Year and is looking
20 forward to the coming year and excited to get into the new facility.
21

22 Board Member Hernandez thanked everyone for a riveting and educational
23 meeting and is excited to serve.
24

25 Chair Corran is glad to have everyone and expects a great year.
26

27 Mr. Thacker asked if Mary Lou Ward is on the Facilities Committee as an ex-
28 officio member. Board Member Ward agreed and is happy to serve.
29

30 **X. Adjournment (10:10 a.m.)**
31

32 **BOARD OF DIRECTORS**
33

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35 Becky Corran, Chairperson
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38 Yvonne Flores, Board Member
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41 Kasandra Gandara, Board Member
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Fernando Macias, Board Member

Manuel Sanchez, Board Member

Christopher Schaljo-Hernandez, Board Member

Barbara DeLeon, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Trevino, Comptroller **Initials:** JT
Date: March 15, 2023

Subject: Animal Service Center of the Mesilla Valley Unaudited Financial Report for February 28, 2023.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended February 28, 2023. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$266,391 in the General Fund. Total assets were \$797,664. Accrued payroll liabilities ended at \$114,563. Total liabilities were \$356,721. The unassigned fund balance was \$440,943.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$2,725,778 which is 65.2% of budget. YTD operating expenditures were \$2,572,509 which is 59.6% of budget. The operating income for the period was \$153,269.
- Operating revenues were at 65.2% 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 81.3%, Dona Ana County Return to owner revenues were at 78.1%, and Donations were at 153.4%, all of which contributed to the 65.2% of total revenues. Insurance expenditures were at 95.5% of budget due to pre-payment of premiums and benefits were at 69.3% of budget. All other expenditures were below the budget parameter of 66.7%.
- 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
February 28, 2023 (Unaudited)

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 266,391	\$ 80,237	\$ -	\$ 346,628
Accounts receivable	531,273	-	-	531,273
Total Current Assets	<u>797,664</u>	<u>80,237</u>	<u>-</u>	<u>877,901</u>
Capital Assets				
Equipment, net of accum depr	-	-	221,097	221,097
Total Capital Assets	<u>-</u>	<u>-</u>	<u>221,097</u>	<u>221,097</u>
Total Assets	<u><u>797,664</u></u>	<u><u>80,237</u></u>	<u><u>221,097</u></u>	<u><u>1,098,998</u></u>
Liabilities				
Current Liabilities				
Accounts payable	(9,522)	-	-	(9,522)
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	114,563	-	-	114,563
Revenue collected in advance	251,680	-	-	251,680
Total Current Liabilities	<u>356,721</u>	<u>-</u>	<u>-</u>	<u>356,721</u>
Fund Balance				
Restricted	-	80,237	-	80,237
Unassigned	440,943	-	221,097	662,040
Total Fund Balance	<u>440,943</u>	<u>80,237</u>	<u>221,097</u>	<u>742,277</u>
Total Liabilities and Fund Balance	<u><u>\$ 797,664</u></u>	<u><u>\$ 80,237</u></u>	<u><u>\$ 221,097</u></u>	<u><u>\$ 1,098,998</u></u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended February 28, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Pet licenses-DAC	14,389	4,709	32.7%
Vaccinations	53,010	24,067	45.4%
Pet micro-chip	30,292	11,837	39.1%
Onsite adoptions	90,000	73,198	81.3%
Return to owner-DAC	15,806	12,351	78.1%
Return to owner-CLC	25,792	16,406	63.6%
Spay/neuter	79,349	20,575	25.9%
Dona Ana County	1,750,000	1,218,727	69.6%
City of Las Cruces	1,750,000	1,253,636	71.6%
City of Anthony	6,000	2,900	48.3%
Donations & memorials	25,052	38,427	153.4%
Grant Revenue	317,519	31,493	9.9%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	20,973	12,402	59.1%
Investment income	-	5,050	100.0%
Total revenues	<u>4,181,375</u>	<u>2,725,778</u>	65.2%
Expenditures			
Salary	1,957,968	1,304,309	66.6%
Benefits	646,022	447,779	69.3%
Temp agency services	48,331	17,860	37.0%
Repairs and maintenance	48,488	9,058	18.7%
Services	934,762	400,527	42.8%
Supplies	351,539	162,914	46.3%
Insurance	58,708	56,051	95.5%
Other	44,326	23,641	53.3%
Capital outlay	227,706	150,370	66.0%
Total expenditures	<u>4,317,850</u>	<u>2,572,509</u>	59.6%
Net income (loss)	<u>(136,475)</u>	<u>153,269</u>	
Transfer to capital from operations	(21,000)	(14,000)	
Net change in Fund Balance	<u>\$ (157,475)</u>	<u>139,269</u>	
Beginning Fund Balance		<u>301,674</u>	
Ending Fund Balance		<u>\$ 440,943</u>	

BUDGET PARAMETER	66.7%
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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 February 28, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	123,593	74,942	60.6%
Benefits	53,612	34,118	63.6%
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	3,937	1,279	32.5%
Capital outlay	<u>136,475</u>	<u>136,475</u>	100.0%
Total expenditures	<u>361,242</u>	<u>263,777</u>	73.0%

**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 February 28, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	570,262	299,882	52.6%
Benefits	153,663	98,103	63.8%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	397,928	126,971	31.9%
Supplies	65,846	2,903	4.4%
Insurance	-	-	0.0%
Other	16,500	7,467	45.3%
Capital outlay	<u>83,731</u>	<u>7,095</u>	8.5%
Total expenditures	<u>1,287,930</u>	<u>542,421</u>	42.1%

**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 February 28, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	722,085	596,060	82.5%
Benefits	252,139	182,974	72.6%
Temp agency services	48,331	17,860	37.0%
Repairs and maintenance	48,488	9,058	18.7%
Services	36,345	84	0.2%
Supplies	197,256	114,956	58.3%
Insurance	-	-	0.0%
Other	22,888	14,652	64.0%
Capital outlay	7,500	6,800	90.7%
Total expenditures	<u>1,335,032</u>	<u>942,444</u>	70.6%

**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 February 28, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	542,028	333,426	61.5%
Benefitis	186,608	132,584	71.0%
Repairs and maintenance	-	-	0.0%
Services	459,989	256,849	55.8%
Supplies	85,313	44,713	52.4%
Insurance	58,708	56,051	95.5%
Other	1,000	244	24.4%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,333,646</u>	<u>823,867</u>	61.8%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance as of February 28, 2023 (Unaudited)**

	General Fund 7440	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	Total	Actual/Bgt %
Revenues	Revised Budget										
Pet licenses-DAC	\$ 14,389	\$ 1,151	\$ 1,028	\$ 749	\$ 569	\$ 610	\$ 577	\$ 25	\$ -	4,709	32.7%
Vaccinations	53,010	1,057	8,424	904	983	569	824	1,426	9,880	24,067	45.4%
Pet micro-chip	30,292	770	3,242	1,060	725	480	2,680	885	1,995	11,837	39.1%
Onsite adoptions	90,000	2,205	2,725	18,745	9,299	12,489	2,935	15,380	9,420	73,198	81.3%
Return to owner-DAC	15,806	2,440	1,950	1,135	993	800	1,138	2,585	1,310	12,351	78.1%
Return to owner-CLC	25,792	1,545	2,075	2,360	2,220	1,425	2,250	2,440	2,091	16,406	63.6%
Spay/neuter	79,349	2,385	3,000	2,915	2,655	2,065	2,055	3,325	2,175	20,575	25.9%
Dona Ana County	1,750,000	319,000	102,818	132,818	132,818	132,818	132,818	132,818	132,818	1,218,727	69.6%
City of Las Cruces	1,750,000	385,000	124,091	124,091	124,091	124,091	124,091	124,090	124,091	1,253,636	71.6%
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	12,483	2,805	4,825	38,427	153.4%
Grant revenue	317,519	-	5,233	3,494	10,649	12,117	-	-	-	31,493	9.9%
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	1,831	1,886	1,360	12,402	59.1%
Investment income	-	-	-	(9,789)	-	-	11,880	2,170	789	5,050	100.0%
Total revenues	4,181,375	719,813	259,362	289,774	289,716	290,962	295,562	289,835	290,754	2,725,778	65.2%
Expenditures											
Salary	1,957,968	83,319	155,741	245,137	162,394	162,361	160,462	165,814	169,081	1,304,309	66.6%
Benefits	646,022	29,352	53,784	84,115	56,178	55,204	54,945	56,777	57,424	447,779	69.3%
Temp agency services	48,331	-	15,125	-	2,735	-	-	-	-	17,860	37.0%
Repairs and maintenance	48,488	1,300	87	2,385	1,833	1,423	194	445	1,391	9,058	18.7%
Services	934,762	19,176	49,697	60,292	38,504	69,319	38,206	65,092	60,241	400,527	42.8%
Supplies	351,539	2,115	13,497	17,954	15,379	22,627	18,647	58,298	14,397	162,914	46.3%
Insurance	58,708	1,305	33,061	8,327	3,168	1,909	1,909	4,463	1,909	56,051	95.5%
Other	44,326	1,349	3,393	6,784	2,094	1,857	2,156	2,471	3,537	23,641	53.3%
Depreciation	227,706	-	-	-	7,095	6,800	101,244	35,231	-	150,370	66.0%
Capital outlay	4,317,850	137,916	324,385	424,994	289,380	321,500	377,763	388,591	307,980	2,572,509	59.6%
Total expenditures											
Net Operating Income (Loss)	(136,475)	581,897	(65,023)	(135,220)	336	(30,538)	(82,201)	(98,756)	(17,226)	153,269	
Transfers	(21,000)	-	-	-	-	(8,750)	(1,750)	(1,750)	(1,750)	(14,000)	
Net Change in Fund Balance	(157,475)	\$ 581,897	\$ (65,023)	\$ (135,220)	\$ 336	\$ (39,288)	\$ (83,951)	\$ (100,506)	\$ (18,976)	\$ 139,269	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of February 28, 2023**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
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
7440	xxxxx	Humane Society	\$ 2,400	-	\$ 2,400	Local Grant	Until Spent	
		Total Grants Balance	\$ 463,400	\$ 211,720	\$ 251,680			









ASCMV FS 02282023

Final Audit Report

2023-03-16

Created:	2023-03-16
By:	Liam Beasley (lbeasley@las-cruces.org)
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Animal Services Center of the Mesilla Valley

Monthly Statistics Report-February 2022

INTAKE	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock <small>(horse, goat, sheep, pig, donkey)</small>	Wildlife <small>(skunk, bat, coyote, fox, raccoon)</small>	Total
City of Las Cruces										
Owner Surrender	41	13			3					57
Returned Adoptions	9	2								11
Seized/Welfare Hold	29	2								31
Strays (brought in by the public)	61	23			1					85
Strays (brought in by Animal Control)	86	109								195
Wildlife										0
Subtotal City of Las Cruces	226	149	0	0	4	0	0	0	0	379
Doña Ana County										
Owner Surrender	26	0			2					28
Returned Adoptions	1	0								1
Seized/Welfare Hold	14	0								14
Strays (brought in by the public)	34	12								46
Strays (brought in by Animal Control)	131	67			1					199
Wildlife										0
Subtotal Doña Ana County	206	79	1	0	2	0	0	0	0	288
Anthony, NM										
Owner Surrender	35	2								37
Hatch	0	0								0
Mesilla	0	0								0
Sunland Park	10	0								10
WSMR	1	0								1
Born In Care	10	0								10
Community Cats										0
Jurisdiction Unknown/Other	1	1								2
Transfer In										0
Total Intake	489	231	1	0	6	0	0	0	0	727

OUTCOME <i>(city and county)</i>	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock <i>(horse, goat, sheep, pig, donkey)</i>	Wildlife <i>(skunk, bat, coyote, fox, raccoon)</i>	Total
Admin Missing										
Foster-Escaped										0
Foster-Lost Contact										0
Foster-Stolen From										0
FTA-Escaped										0
FTA-Lost Contact										0
FTA-Stolen From										0
FTA-Gave Away										0
Offsite-Missing										0
Offsite-Stolen From										0
Shelter-Escaped										0
Shelter-Missing										0
Shelter-Stolen From										0
Subtotal Admin Missing	0	0	0	0	0	0	0	0	0	0
Adoptions	88	35	1	0	0	0	0	0	0	125
Expired in Shelter Care	2	0	0	0	0	0	0	0	0	2
Expired in Foster Care	0	0	0	0	0	0	0	0	0	0
DOA										0
Return to Owner	83	11								94
Transferred Out (Rescues)	152	45								197
Community Cats (TNR)	0	125								125
Wildlife Release										0
Owner Request Euthanasia	46	5			1					52
Euthanized										0
Behavior - Aggressive - Dog	23	0								23
Behavior - Aggressive - Other Animals	1	0								1
Behavior - Aggressive - People	2	3								5
Behavior - Feral	0	5								5
Behavior - High Arousal Level	6	0								6
Behavior - Problem Eliminator										0
Behavior - Resources Guarding	1	0								1
Behavior - Timid	1	2								3
Behavior - Timid - Fear Biter	13	0								13
Court Order										0
Medical - Distemper Suspect - Resp/GI										0
Medical - Distemper - Exposed										0
Medical - Distemper - TX										0
Medical - Distemper - Non TX										0
Medical - Failure of Vital Function										0
Medical - Failure To Thrive	2	0								2
Medical - Felv										0
Medical - FIV										0
Medical - General	8	7								15
Medical - Geriatric	1	0								1
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock	Wildlife	Total
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass										0
Medical - Neurological										0
Medical - Organ Failure										0
Medical - Parvo - Exposed	3	0								3
Medical - Parvo - TX										0
Medical - Parvo - Non TX	9	0								9
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX	15	0								15
Medical - Respiratory Signs - Non TX	22	7								29
Medical - Ringworm	0	1								1
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	0								1
Severe Injuries - General	2	2								4
Severe Injuries - Hit By Car	1	0								1
Space - Behavior	9	16								25
Space - General	2	0								2
Space - Medical	18	0								18
Wildlife - Nuisance										0
Subtotal Euthanized	140	43	0	0	0	0	0	0	0	183
Euthanasia Rate	28.6%	18.6%	na	na	na	na	na	na	na	25.2%
Total Outcome	511	264	1	0	2	0	0	0	0	778

Grand Total	Intake*	489	231	1	0	6	0	0	0	727
	Outcome*	511	264	1	0	2	0	0	0	778

Statistics	Live Release Rate	69.8%	83.4%	100.0%	100.0%	100.0%	na	na	na	74.7%
	Euthanized, Expired in Care, DOA	142	43	0	0	0	0	0	0	185
	Average Intake/day	8.0	8.3	0.0	0.0	0.2	0.0	0.0	0.0	26.0
	Average Outcome/day	18.3	9.4	0.0	0.0	0.1	0.0	0.0	0.0	27.8
	Average Euthanizations/day	5.0	1.5	0.0	0.0	0.0	0.0	0.0	0.0	6.5
	Average RTO/day	3.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	3.4
	Average Adoptions/day	3.1	1.3	0.0	0.0	0.0	0.0	0.0	0.0	4.5

** ASCMV Website Page Views -- 36,433
 ** ASCMV Instagram -- 19,750 people reached; 258,530 impressions; 189 ad clicks
 ** ASCMV Facebook Page Views -- 10,911
 ** ASCMV Snapchat -- 528 swipe ups



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2023-01**

A RESOLUTION TO ACCEPT THE \$2,400 HUMANE SOCIETY OF THE UNITED STATES (HSUS) SCHOLARSHIP GRANT AND ADJUST THE ADOPTED FY2023 BUDGET ALLOWING THE GRANT.

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

WHEREAS, the ASCMV applied for and is the recipient of two Humane Society of the United States scholarship grants; and

WHEREAS, the funds are to be used to support costs for two ASCMV staff members to attend the Animal Care Expo Conference in New Orleans, LA in April 2023.

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

(I)

THAT the FY2023 adopted budget will be hereby amended as shown in Exhibit "A" attached hereto and made part of this resolution and is hereby adopted.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY2023 budget for the ASCMV.

(III)

THAT, ASCMV staff are 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 _____ day of _____, 2023.

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Manuel Sanchez, Chair _____ ___yea ___nay

Kasandra Gandara, Vice-chair _____ ___yes ___nay

Christopher Schaljo-Hernandez, Member _____ ___yea ___nay

Becky Corran, Member _____ ___yea ___nay

Fernando Macias, Member _____ ___yea ___nay

Yvonne Flores, Member _____ ___yea ___nay

Barbara De Leon, Ex-officio Member _____ ___yea ___nay

Mary Lou Ward, Ex-officio Member _____ ___yea ___nay

ATTEST:

Amanda López Askin, Ph.D., County Clerk

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2022-23

Exhibit "B"

	7440 ANIMAL SERVICES CENTER			
	2022-23			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 416,237	416,237	0	416,237
Revenues				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Internet Sales Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cannabis Excise Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	55,058	14,389	0	14,389
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	3,524,415	3,824,415	0	3,824,415
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	25,052	25,052	0	25,052
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	237,519	317,519	2,400	319,919
Debt Service	0	0	0	0
Total Revenues	3,842,044	4,181,375	2,400	4,183,775
TOTAL RESOURCES	\$ 4,258,281	4,597,612	2,400	4,600,012
Expenditures				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
Chief Administrative Officer	0	0	0	0
City Manager	0	0	0	0
Legal	0	0	0	0
Las Cruces Police Department	0	0	0	0
Las Cruces Fire Department	0	0	0	0
Utilities	0	0	0	0
Economic Development	0	0	0	0
Internal Audit	0	0	0	0
Assistant City Manager-400	0	0	0	0
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Fleet	0	0	0	0
Assistant City Manger-500	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Quality of Life	0	0	0	0
Public Works	0	0	0	0
ASCMV	3,842,044	4,317,850	2,400	4,320,250
Total Expenditures	\$ 3,842,044	4,317,850	2,400	4,320,250
Other Resources				
Operating Transfers In	0	0	0	0
Operating Transfers Out	(705,000)	(21,000)	0	(21,000)
Total Other Resources	\$ (705,000)	(21,000)	0	(21,000)
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ (288,763)	258,762	0	258,762



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2023-02**

A RESOLUTION ADOPTING FISCAL YEAR 2024 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 2024 Annual Budget.

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 2024 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 _____ day of _____, 2023

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Manuel Sanchez, Chair _____	___yea ___nay
Kasandra Gandara, Vice-chair _____	___yes ___nay
Christopher Schaljo-Hernandez, Member _____	___yea ___nay
Becky Corran, Member _____	___yea ___nay
Fernando Macias, Member _____	___yea ___nay
Yvonne Flores, Member _____	___yea ___nay
Barbara De Leon, Ex-officio Member _____	___yea ___nay
Mary Lou Ward, Ex-officio Member _____	___yea ___nay

ATTEST:

Amanda López Askin, Ph. D., County Clerk

Animal Transfer Memorandum of Understanding

This Animal Transfer Agreement (this "Agreement") is entered into as of this 23 day of February, 2023 (the "Effective Date") and is made by and between Animal Services Center of the Mesilla Valley (ASCMV), a/n municipal organization having an address of 3551 Bataan Memorial West (the "Source Agency") and HALO/Helping Animals Live On, Inc, DBA HALO Animal Rescue, a/n organization having an address of 3227 East Bell Road Suite D151, Phoenix, AZ 85032 (the "Destination Agency"). The Source Agency and the Destination Agency are sometimes referred to herein individually as a "Party" and collectively herein as the "Parties".

WHEREAS, the Source Agency is the rightful owner of certain dogs and cats as are more fully described in a Transport Manifest (provided electronically to both Destination Agency and the Source Agency). Such animals having surpassed any required stray hold period; and

WHEREAS, Destination Agency has the desire, as well as the available space and sufficient resources, to take ownership and possession of the Animals with the intent of finding permanent placement for the Animals; and

WHEREAS, Destination Agency and Source Agency has arranged for the safe and humane transport of the Animals ("Transport"); and

WHEREAS, Source Agency shall transfer, and Destination shall accept, all rights, ownership, control and responsibility of the Animals in accordance with the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt of which is acknowledged, the Parties hereby agree as

AGREEMENT

follows:

1. **Representations of the Source Agency:**

Source Agency represents and warrants the following:

- a. Source Agency is the rightful owner of the Animals and has the lawful authorization to transfer ownership of the Animals to the Destination Agency.
- b. Prior to the Animals being transferred to the Source Agency (or its authorized representative) for Transport, the Animals are healthy, are not demonstrating any signs of illness, are of sound temperament and are otherwise in the condition that is described by Source Agency in the attached Exhibit A.
- c. At time of each Transport, or prior to if possible, the Source Agency shall provide the Destination Agency (or its authorized representative) with a completed Exhibit A, copies of requested medical and behavior records for each Animal including, at a minimum, a Rabies Vaccination Certificate and Health Certificate issued by a licensed veterinary professional.

d. Title and ownership of the Animals shall transfer to the Destination Agency immediately upon physical delivery of the Animals to the Transporter for purposes of Transport to the Destination Agency or its authorized representative (including commercial carrier).

e. If transportation is being provided by the Source Agency, then title and ownership of the Animals shall transfer to the Destination Agency immediately upon physical delivery of the Animals to the Destination Agency.

2. Representations by the Destination Agency:

As conditions precedent to accepting ownership of the Animals, the Destination Agency agrees to the following:

a. The Destination Agency shall bear all costs incurred for the subsequent care of the Animals once the Animals are in the Destination Agency's custody.

b. The Destination Agency agrees to accept all Animals that are delivered to it in the condition described in Exhibit A and shall provide any necessary and reasonable care to the Animals in accordance with the Destination Agency's standard procedures.

c. No Animal shall be euthanized for reason of lack of space at the Destination Agency's facility. Any decision for euthanasia shall only be for severe or non-rehabilitatable illness or behaviors.

d. The Destination Agency further agrees that no animal currently in its facility (or otherwise in its possession or custody) will be euthanized to make space for any Animals identified herein.

e. The Destination Agency shall ensure any Animals are spayed/neutered that have not already undergone those procedures prior to transferring ownership or possession of an Animal to any third party for purposes of adoption.

f. Upon transfer of the Animals to the Destination Agency (or its authorized representative) for Transport, the Animals cannot be returned to the Source Shelter for any reason whatsoever unless agreed to by the Source Shelter and the Destination Shelter in writing.

3. Future Transports: The Source Agency and Destination Agency may enter into future Transports of animals, each of which shall be governed by the terms of this Agreement (each a "Subsequent Transport") and the terms outlined in Exhibit A, in the same or similar form as set forth in this Agreement, and having been initialed by an authorized representative of the Parties.

4. Term: This Agreement shall be effective as of the Effective Date written above and binding upon the Parties until the mutual written termination of this Agreement by the Parties.

5. Payment: Destination Agency agrees to the following fee schedule for each animal transported by Source Agency. Fees charged cover Source Agency's costs related to animals' medical care and are consistent with/at a reduced rate from fees charged to the public. \$200 per transport (15 or more animals) and

- a. \$75.00* per spayed/neutered dog *When animal is sterilized by shelter within 30 days of transport
- b. \$0.00 per unspayed/unneutered dog
- c. \$60.00* per spayed/neutered cat*When animal is sterilized by shelter within 30 days of

transport

- d. \$0.00 per unspayed/unneutered cat

Upon delivery, animals shall be inspected by authorized representative of Destination Agency. In the event any animals are not accepted by Destination Agency, Source Agency will be contacted and, pursuant to Paragraph 2(f) of this Agreement, the Parties may agree to a return. In a return agreement, Destination Agency may either request a refund for the returned animal or receive a credit for a subsequent transport.

Source Agency will email an invoice to Destination Agency within 10 days of transport requesting payment and include an itemized invoice that includes animals' names, ID number, sterilization date and fee requested. Destination Agency will submit payment per invoice instructions within 14 days of receipt.

6. Miscellaneous:

a. This Agreement shall be deemed to have been negotiated, made and entered into in the State of New Mexico and any and all performance hereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of New Mexico.

b. This Agreement shall be binding upon the parties, their representatives, successors, administrators and assigns.

c. This Agreement and the rights and obligations herein may not be assigned or delegated in whole or part by either of the parties to any third party without the prior written consent of both of the parties.

d. This Agreement does not constitute a partnership, joint venture, agency, employee/employer, or any other similar relationship between Destination Agency and Source Agency.

e. This Agreement constitutes and contains the entire agreement between the parties with respect to the subject matter herein, supersedes all prior written or oral understandings and agreements relating thereto, and may not be changed, modified, amended or supplemented, except on written consent of both parties.

f. This Agreement may be executed in counterparts, each of which shall be deemed an original, and which collectively will be deemed one document.

g. The animals delivered pursuant to this agreement are provided "as is" and Source Agency will not be liable for any complaints, claims, or demands relating to these animals following delivery to Destination Agency. Destination Agency will indemnify and defend Source Agency from any and all complaint, claims, or demands relating to the animals accepted by Destination Agency.

IN WITNESS WHEREOF, the Parties have, by their authorized agents, signed and delivered this Agreement as of the Effective Date set forth above.

SOURCE AGENCY

Signature: Clinton F Thacker

Print Name: Clinton F. Thacker

Title: Executive Director, ASCMV

DESTINATION AGENCY

Signature: Heather Allen

Print Name: Heather Allen

Title: President and CEO

EXHIBIT A

MUTUAL SHELTER GUIDELINES AND REQUIRED CONDITIONS PRIOR TO TRANSPORT

Please initial each section indicating that you have read and agree to the conditions within.

Key Veterinary Medical Contacts

(Name, Phone, Email)

Source: _____

Destination: _____

Animal Transport Guidelines

- **Health exam and status:** _____ *Source Initial* _____ *Destination Initial*

- Animals will receive a documented exit health examination at source shelter.

- **Documentation:** _____ *Source Initial* _____ *Destination Initial*

- Medical records will be provided in a hard copy at time of transport
 - When possible, medical records will be electronically sent prior to transport
 - Rabies certificates will be provided by source
 - Health certificates will be provided by source
 - Summary of known behavior issues will be provided by source prior to transport
 - Behavior records/evaluation sheets will be provided in a hard copy at time of transport
 - Records of post transport medical problems will be provided to the ASCMV within 10 days of transport (see tab 2 Manifest)

- **Age:** _____ *Source Initial* _____ *Destination Initial*

Animals being transported in our program will be no less than 8 weeks and no more than _____ years.

(Destination to fill in and then initialed by both parties).

- **Vaccine status:** _____ *Source Initial* _____ *Destination Initial*

- Animals must have received appropriate core vaccinations on entry in keeping with shelter medicine standards. The only exception would be an animal with documented veterinary vaccination records. These would require review with key veterinary medical contacts.
 - This means the following:

Vaccine	Adult Dogs (>20 weeks old)	Puppies (4-20 weeks old)	Where to Administer	Notes
Recombinant or modified-live Canine Distemper Virus, Adenovirus-2 and Parvovirus (DA2P)	Administer one dose at or prior to intake. Administer a second dose 2-3 weeks later.	Administer one dose at or prior to intake. Administer additional doses every 2-3 weeks until the puppy is 20 weeks old.	Subcutaneous, right forelimb	Repeat in one year and every 3 years thereafter.
Intranasal Bordetella bronchiseptica + Canine Parainfluenza Virus	Administer one dose at or prior to intake.	Administer one dose at or prior to intake. (May be administered as early as 3 weeks of age.)	Intranasal	Repeat intranasal vaccination every year. Some intranasal products may also contain canine adenovirus-2. Intranasal products are live vaccines and cannot be given by other routes; serious complications may occur. Oral and injectable products are not recommended.
Rabies	Administer one dose either on intake or prior to exit.	Administer one dose at legal age (>12 weeks) either on intake or prior to exit.	Subcutaneous, right hind limb	Administration of rabies vaccine is directed by state or local law.

Vaccine	Adult Cats (>20 weeks old)	Kittens (4-20 weeks old)	Where to Administer	Notes
Modified live virus Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia (FVRCP) (This is the same as Herpesvirus-1)	Administer one dose at or prior to intake. Administer a second dose 2-3 weeks later.	Administer one dose at or prior to intake. Administer additional doses every 2-3 weeks until the kitten is 20 weeks old.	Subcutaneous, right forelimb	Intranasal FVRCP vaccines may be given simultaneously, but should not be given in place of injectable panleukopenia vaccines.
Rabies	Administer one dose either on intake or prior to exit.	Administer one dose at legal age (>12 weeks) either on intake or prior to exit.	Subcutaneous, right hindlimb	Administration of rabies vaccine is directed by state or local law.

*Animals that have not had vaccines within 24 hours of entry are high risk and may be declined due to lack of vaccination.

**Note that initial vaccination of puppies and kittens should continue as directed until at least one vaccination has been given upon or after reaching 20 weeks of age.

• **Parasite prevention:** _____ *Source Initial* _____ *Destination Initial*

- Animals should be dewormed for hookworms and roundworms at minimum
- Additional internal and external parasite prevention as documented on individual medical history.

- **Reproductive status:** _____ *Source Initial* _____ *Destination*
 - Any animals that are altered prior to transport may not be transported for a minimum of 48 hours following surgery. Spay/neuter will be performed at the (select):
 - Source
 - Destination
 - A mix of both – TBD case by case for each transport

- **Required testing prior to transport:** _____ *Source Initial* _____ *Destination Initial*
 - **Heartworm in dogs ≥ 7 months**
 - If dogs test positive for antigen AND either negative or positive for microfilaria , treatment with doxycycline will be initiated.
 - *Note: Importation of heartworm positive dogs may not be permissible in all states; individual state requirements must be followed.*
 - Other (please explain):

- **Quarantine:**

Initial The ASCMV does not require routine quarantine of healthy animals prior to transport. The need for quarantine should be determined based on legal requirements, health status, source, and infectious disease risk, with due attention to incubation periods of pathogens of concern and detrimental effects of increasing length of stay in the shelter.

If quarantine of animals being transported in our program is expected, please explain:

FEES ASSOCIATED WITH (month)(day), (year) TRANSPORT:

____ Spayed/Neutered Dogs
\$ ____ .00 ____ Unspayed/Unneutered Dogs
\$ ____ .00

____ Spayed/Neutered Cats
\$ ____ .00

____ Unspayed/Unneutered Cats
\$ ____ .00

____ Mileage from Source Agency to Destination Agency
\$ ____ .00

Total: