



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, April 27th, 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 Minutes from the ASCMV 03-03-2023 Work Session
- b. Approval of the Minutes from the regular ASCMV Board Meeting held March 23rd, 2023.
- c. Approval of Minutes from the ASCMV 03-30-2023 Work Session
- d. Approval of Minutes from the ASCMV 04-07-2023 Special Meeting

V. Reports/Presentations

- a. CfPP Presentation: Cruces Cool Cats – Selena Cardoza
- b. City and County ACO Reports – City Animal Control and County Animal Control
- c. Shelter Statistics/Activities; 2022 Annual Report – Clint Thacker
- d. Committee Reports
 1. Finance – Barbara De Leon, Committee Chair
 2. Executive – Manuel Sanchez, Committee Chair
 3. Facilities – Kasandra Gandara, Committee Chair
 - i. New ASCMV Facility Artwork Progress Report – Ceci Vasconcellos

VI. Discussion Items

- a. Plaque for Old ASCMV Building Mural

VII. Action Items

- a. Resolution 2023-03: Accept the FY22 Financial Audit Report
- b. Resolution 2023-04: Amend the ASCMV FY24 Budget

VIII. Public Input

IX. Chair and Board Comments

X. Adjournment

Next Meeting: May 25th, 2023

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A decorative green silhouette of various animals (a dog, a cat, a bird, and a rabbit) standing on a green curved line representing a horizon, located at the bottom of the page.

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1 Baum: Board Member Flores is absent. Board Member Macias. We have Ms.
2 Weir today. Thank you. Board Member Corran.

3
4 Corran: Present.

5
6 Baum: Board Member Schaljo-Hernandez.

7
8 Schaljo-Hernandez: Present.

9
10 Baum: Chair Gandara.

11
12 Gandara: Here.

13
14 Baum: And Mr. Sanchez is absent.

15
16 Gandara: Okay. I think we have Clint up. The Pledge, I'm sorry. I'm so lost. I'm
17 sorry. Yes. Please stand for the Pledge.

18
19 ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

20
21 Gandara: Thank you for bearing with me

22
23 **II. Review of the proposed ASCMV FY2024 Budget:**

24
25 Gandara: And now Clint you are up.

26
27 Thacker: Thank you Madam Vice-Chair, ASCMV Board. For the record, my name is
28 Clint Thacker. I'm the Executive Director at the Animal Service Center of
29 Mesilla Valley. Here to talk to you today about the budget in the special
30 work session. This budget is a proposed budget for Fiscal Year 2024. It
31 starts in July 2023 and goes until the end of June 2024.

32
33 Some brief history for you for funding. In 2021 the City did give some
34 additional funding of \$520,000, brought their contribution up to \$1.75 million.
35 In 2022 the County also increased their contribution by \$300,000 and
36 brought them up to \$1.75 million. So this year, both parties equal amount
37 of \$1.75 million dollars funds the ASCMV. Throughout the year, the ASCMV
38 does a lot of planning. It's not just a quick one month push right before the
39 budget; you know saying we have to get something done. We always look
40 at funds and we look at positions, just things that would make us better and
41 do better and work more efficiently. So as we look through this budget, I
42 hope that you can recognize those things and see and please ask questions
43 to clarify those things as well.

44
45 So the additional funding that we're requesting is going to fund these items,
46 and they're more or less in the order of importance for me as the Executive

1 Director. The first one is the funding of a brand new position. This is called
2 a Human Resource Specialist. In this position, the individual will be doing
3 all that City, since the City does do our hiring, the City does as HR specialist.
4 The other good thing about this is, is that the position will pretty much mirror
5 a City HR specialist, so we won't have to create a new position, go through
6 vetting, all the information like similar we had to do for the Community Cat
7 Program Manager; create that position from scratch. This would be a
8 quicker turnover to get somebody in. This position will be doing all of our
9 onboarding, and also start a new onboarding program that I would like to do
10 where the individual has one person they could contact and be the main
11 contact until that time of hire. Imagine if you're getting an e-mail from, you
12 just were offered a position and you just got an e-mail welcoming you to the
13 ASCMV family or the ASCMV team, and what to expect the first day of work.
14 when to report to work on the first day. And not only is that information
15 going to be relayed to us, or to that individual, but also to us as the ASCMV.
16 When that person is starting. Right now that is sometimes not done.
17 Sometimes these people show up, sometimes we get one day notice.
18 They're not told what to wear, they're not told what to expect. So having an
19 HR specialist we'll be able to not only move the process along more
20 effectively and a lot more quicker, we would be able to prepare that
21 individual for what they're coming on board for.
22

23 The other duty that this HR specialist will be doing, and it's probably one of
24 the most important ones at the ASCMV, is payroll. Currently, right now our
25 payroll is being done by a supervisor. This is not ideal as if there are any
26 disciplinary issues with one of their employees, and heaven forbid there'd
27 be a mistake on a payroll, then that person who's involved in the discipline
28 would be able to say, they're only messed up because they don't like me,
29 or if something went wrong they could say, I think that that person is biased
30 towards me. So the HR specialist has nobody to be under them as far as
31 the supervisor, so it's a perfect position for them to be doing payroll. The
32 next thing that's very important is working with the City and with the budget
33 department, they said to expect a 4% increase in our benefits. So we rolled
34 that into our budget as well. So you'll see that. And then this 3% salary
35 wage increase. In late 2020 or early 2021, we were able to do a substantial
36 wage increase for the ASCMV. This was hard fought to get this. And we
37 were able to increase wages to an amount where individuals could be home
38 with their families, not have to work two jobs. And we were also able to be
39 competitive. You know we were no longer fighting with across the street
40 fast food places, and we were attracting positions. I will tell you that since
41 that increase, we have seen probably two or three fold amount of people
42 applying for jobs. Before it was three and four, now we're at 10 and 15. So
43 that served its purpose there. However, we failed to do a small cost of living
44 increase per year. So just a small 1%, 1.5%. And so now we find ourselves
45 on the downhill portion of salary increases or salaries. So there's 3%, we'll
46 do a 1% for the year that we missed, 1% for this year, fiscal year, and then

1 1% for next year is what we're looking at. Just updating us. And then in the
2 future, we expect to do at least a 1% cost of living increase, 0.5% to 1%.
3 And then also some wage increases based on merit is what we're looking
4 at.

5
6 The next one is hardware and software. What this is, is from the new center,
7 there was a little bit of miscommunication. Don't forget we are not closing
8 the existing center. It's going to be run as a medical department or a
9 medical facility. So we still need computers in every kennel, so kennel
10 workers can input that information. We still need computers up front in the
11 lobby where individuals can log in who's coming, who's going, spay neuter,
12 all that information that's needed. So in other words, what I'm saying is, is
13 we are not taking all the computers from the existing center and putting it in
14 the new center. This is all new that we're going to be needing. So we did
15 not replace any computers in the old center that are expired under warranty.
16 All that money had to go to purchase new computers for the new center.
17 Now, luckily, we kept on top of this, if you remember all of our budgets have
18 been very good about keeping up to date on our computers. There's none
19 that our way expired out of warranty by three years, and so I feel confident
20 that we're going to be able to purchase new ones, we're going to place the
21 order as soon as we can in July, and then get them a few months later, and
22 we'll be just fine. So that money that I'm asking is for computers for that are
23 out of warranty for the old center.

24
25 The next one is, is we really have no control over, just like the benefits, is
26 the liability, unemployment, and workers comp. So these are expected to
27 go up. It's a small amount that you'll see. But we are anticipating an
28 increase.

29
30 And then the last item is for purchasing equipment for the new center as
31 well as for the things to help in aid us in the new center. So ETV stands for
32 Electronic Terrain Vehicle, we need some type of vehicle like a golf cart
33 that's electrical, something where our, his position just left. Maintenance
34 Supervisor, thank you voice from behind. The maintenance supervisor is
35 able to carry all of his tools for projects, go back and forth from campus to
36 campus. If you're there it doesn't look like a lot, but when you're carrying all
37 that stuff, it's definitely a long ways. This also will be used to transport
38 animals that come in that are ground bound we call it, or can't walk, that we
39 can transport them for x-rays at the other facility. And then the extra are
40 existing animal housing, that's the play areas that need equipment, that's
41 any stainless steel that we're going to be needing is very expensive for litter
42 pans and for dishwashers, and for the water dog bowls, all those things that
43 we'll be seeing need to be purchased as well.

44
45 So this is how much we're asking for \$308,275. This comes out roughly to
46 be \$109,000 per organization, for the City and for the county. As you can

1 see, the new staff that would be the HR specialist, including the benefits is
2 at is \$89,000. Our benefits, to increase our benefits, so increase that 4% is
3 \$64,000. The wage increase is \$67,000. Computer purchases and printers
4 is \$6,000. The increased insurance obligations that we have, such as the
5 workers comp, liability, that's about \$8,500. The new equipment for that
6 housing \$45,000. We did put a substantial amount for us in travel, and this
7 is for training. We use training as an incentive tool and also as a reward
8 tool. Also all of those coupled with education, we always sent individuals to
9 very well-known conferences, such as the National Animal Care and Control
10 Association to the Humane Society of the United States, to the American
11 Humane, all very well-known, very professional conferences. And generally
12 those individuals come back and they talk to us about what they learned.
13 So at a staff meeting they present, able to talk to and educate the rest of us
14 as well. So it's shared knowledge.

15
16 Now, the other category, isn't a category, is not a line item on our budget
17 that says other. It is for the sake of this presentation, it is basically all the
18 other stuff that kind of nickels and dimes, and that's for our ask, and that's
19 \$18,000. And you'll see there it includes the fuel, transportation supplies,
20 utilities for the new center, etc.

21
22 So this slide shows the differences between our current budget and our
23 proposed budget. We added an extra column there in the very beginning
24 that says approved budget, and you'll notice all the amounts are the same
25 until you get down to Other and to Grant Funding. So let me first address
26 the Grant Funding. What occurred is in 2022, if you remember we rolled
27 over the budget from 2021. However, we rolled over the budget with the
28 Grant Funding not being spent down. So we had spent some money of the
29 grants but that was not reflected when the budget was rolled over. So then
30 the question comes in why? Why wasn't spent down? In the grant funding
31 there is, whenever you get a grant you attach a code to it. And when you
32 use that code, when you purchase things, it automatically spends down the
33 grant. Well, those codes were not being utilized or were not received. The
34 grant world was brand new to us with our grant writer, and she did a
35 fantastic, incredible job of getting those grants. Now, if you remember in
36 January, Bernice and Josh Saffell identified this issue to you and told you
37 that in the coming months, we're going to be cleaning it up and closing
38 things out so we get down to the amount that is proper for us. So we
39 identified that there's \$150,000 in grants that's going to be rolled over into
40 the Fiscal Year 2024. So you see that we took out \$130,852 is what we
41 removed out of grant funding to make it our revised budget.

42
43 The next one is, is an other. Again other is not a line item, it's just everything
44 else for compaction sake that we're able to put in here. And the other
45 included \$136,475 balance transfer that we took from our funds, if you
46 remember, and we paid, that purchased kennels and equipment for the new

1 center. Now, rightfully it was supposed to, it went into our budget. But it
2 also inflated our budget to look like that we had more money than we
3 actually did or we asked for. And so we took that money out of the other.
4 And so that's why we get the revised budget of \$1,082,990. And we have
5 a proposed budget of \$1,190,000 leaves us with \$107,599 in asking money.
6

7 So look at this in the change column, you'll see the salary and wages, that
8 is the 3% that I'm asking and also for the wage for the individual, the HR
9 Specialist. And then the 4% increase in benefits is the next one. And
10 maintenance and repairs, as we just fine tuned that and it went down about
11 \$400. Insurance again, the item that we can't control with liability, workers
12 comp, about \$8,500. Minor equipment, this includes a purchase of the
13 autoclave for the existing center. And it also includes some of the
14 computers that need to be purchased. And so other, the \$107,000 is the
15 vast variety of things instead of doing several slides to show you what those
16 are for, I can tell you really quick medical department's requesting a higher
17 increase in distilled water. That's what they use to clean instruments and
18 also the machines that they have. We need distilled water so there's no
19 sediment or no deposits that form. And also that other includes the travel
20 that we increased. And administrative support, there is an increase in
21 general operating supplies because we have two centers now and two
22 offices that are running, so it's just general supplies like paper, ink, supplies,
23 cleaning supplies like gloves. Then we have software, we do need Adobe
24 Pro and also Zoom that we use very often. So those are costs associated.
25 Advertising went up about \$3,600 was all, but that wasn't increased for us.
26 We talked about the computers. And then utilities, the electricity, gas,
27 water, all those items. We don't know exactly how much it's going to be
28 because the new center uses solar power and also high energy saving
29 items. So, but we did bring \$10,000 over to cover the costs in looking at
30 that. so we'll have that. Again under admin, they also add a travel.
31

32 And we did do a little bit of food and beverage, \$1,000 for food and
33 beverage. And the operations or the kennel portion, we need to buy \$15,000
34 worth of storage facility items. So food for our dog food, we have a whole
35 storage room in the new facility but it needs shelving, we need a pallet jack,
36 we need all those items to be able to move the items around. And we've
37 also increased our fuel. We are being gifted a brand new transfer van this
38 year. And so that's from a private donor. They're excited to do it. We're
39 very excited to get it. But right now it's in Indiana getting all outfitted for the
40 kennels on the inside. So that's going to be extra fuel, that's also going to
41 be potential upkeep, oil changes, things like that. So we increased that by
42 about \$8,000. So that's what constitutes that other.
43

44 This is an explanation of the expense categories and then what makes up
45 those categories. Again, salary and wages, when I say that that's all of our
46 costs including standby and overtime pay. Benefits, it's not only am I talking

1 the health but also dental and life and disability. The supplies are not just
2 supplies like paper, but it's also medical supplies and safety supplies that
3 we provide. Services are professional tech services, which could be like
4 monitoring and doing preventive maintenance on the medical anesthesia
5 machines. Or purchase services could be having our pest person come in.
6 So the difference between those two. Temp agency. we actually decreased
7 our money in temp agencies because I'm forcing us to have a goal of
8 keeping positions filled and not relying on these temp agency services that
9 are so expensive. Also includes in services, your electricity, your general
10 utilities, telephone, etc. Maintenance and repairs include both vehicle and
11 building repairs. We know insurance includes minor equipment, is not only
12 medical equipment but also the hardware/software for the computers. And
13 then other for the sake of this presentation, not in our budget but for the
14 sake of presentation, other is a vast array of the other items that aren't
15 mentioned including the membership dues, things for travel, registration,
16 conference fees, etc. So with that information, I am able to answer any
17 questions.

18
19 Gandara: Thank you Clint. Any questions? Board Member Corran, and Mary Lou.
20 Didn't see anybody else? Yes. Okay. Judge Macias.

21
22 Macias; Forgive me if I ...

23
24 Gandara: Hold on. Councilor Corran. I'm just listing who's coming up.

25
26 Corran: Is that the order?

27
28 Gandara: Yes that's the order.

29
30 Corran: Okay. Thank you. Thanks Clint, for this presentation. I appreciate it. I
31 have a couple questions specific to probably what was I think about the third
32 slide. Oh, wait, no, that one. Yes. This staff salary wage increase, how
33 many staff would this include?

34
35 Thacker: That would include all of us. The 67 is currently employed of approximately
36 54 employees.

37
38 Corran: Okay. So I thought a prior slide had said support staff so I wasn't sure if
39 that was everyone or not. So 50, how many did you say?

40
41 Thacker: Approximately 54 right now.

42
43 Corran: Okay. Of currently employed folks. Thank you, that helps clarify that. Then
44 the second question that I have is related to the vacancy rate. You had
45 mentioned that this was something that you are working on specifically, I
46 think we heard most recently that the City is having about a 12% I think

1 vacancy rate at this time, that's kind of the ongoing rate. I've heard other
2 folks in the community express that they have higher vacancy rates. I'm
3 curious if yours has gone down from the last time we've talked, and if any
4 of those vacancies are eligible for reclass or if all of that reclassing has
5 already happened, especially related to salary or potentially new staff.
6

7 Thacker: Yes, excellent question. So the reclassification has taken place. We've
8 looked again, that that occurred in the - it wasn't an official reclassification
9 where we you know looked at other centers throughout the country and
10 said, let's pay this much, but it was more or less based on living wage that
11 we tried to come up with. It also matched the City's increase of that, I
12 believe it was 3% or 4% increase that we looked at, if I remember right. So
13 all the positions that are being hired are at that higher amount. And the first
14 part of your question was ...
15

16 Corran: Vacancy.

17
18 Thacker: Our vacancy rate. So we're sitting right around about 11%.

19
20 Corran: Okay.

21
22 Thacker: And I would say, yes, that is lower than what it was before we were doing -
23 because we were relying heavily on temp agencies. And we don't have any
24 temp workers right now at the center.
25

26 Corran: Okay, thank you. And then the last question is sort of related to something
27 that we've talked about here before regarding restoring the reserves to one-
28 twelfth. And I'm not sure if that would be a part of the budget conversation,
29 if that's something that would happen through found efficiencies, but I'm
30 curious if that's also part of this conversation or should be.
31

32 Thacker: So the reserves, I don't know if the Board ever decided on what actions
33 they'd like to do. I know Ms. Demouche from the budget department, she
34 did talk about that and recommended it. And then there was quite a
35 discussion afterwards about how to go about doing it. There was one
36 saying that well you technically have it when we put the money in at the
37 beginning of the year. But what our view on it is, when I talk to our budget
38 analyst that we're going to hit it this year through our savings. So right now,
39 he told me yesterday, we're looking at about a \$200,000 surplus or return
40 that we're going to be looking at if we continue our spending like we are.
41 And so that would put us around \$400,000 right now in our reserve, if it all
42 comes down that way. But within the next two years, we'll have that for
43 sure.
44

45 Corran: Okay, so perhaps in next year's budget, we can expect to see that.
46

1 Thacker: Yes.
2
3 Corran: Okay, thank you. Those are all the questions that I have. Thank you Chair
4 Gandara.
5
6 Gandara: Thank you Board Member Corran. Board Member Mary Lou.
7
8 Ward: Thank you Chairman. Clint, just a real quick question. I know in the past,
9 animal control would be responsible for their cleaning supplies and the
10 storage unit for their cleaning supplies at the animal shelter for when the
11 trucks come in, and they clean and sanitize their units. With this budget
12 increase, is that something that is still going to be in play?
13
14 Thacker: Yes, it is.
15
16 Ward: So it does not include that.
17
18 Thacker: Correct.
19
20 Ward: Okay.
21
22 Gandara: Yes Board Member Ward. That's it for you. Okay. Judge Macias.
23
24 Macias: Thank you Madam Chair. Forgive me if I may have missed it earlier. What
25 is the activity related to identifying grant potentials?
26
27 Thacker: Well, again that's a good question and it's a little bit hard to answer because
28 the grants are really, there's about four main players out there that provide
29 large scale grants. So to identify those, they're all about in the same, it's a
30 season basically of grants. And so with those we know that the time of the
31 year comes and we apply for those. The smaller grants come in whenever
32 we can find them. Does that answer your question?
33
34 Macias: Well, no. I'm trying to determine where in your presentation is the revenue
35 that comes in for grants, what is it applied to? Does it duplicate any of the
36 requested increase? And then what is the approach that's being used in
37 terms of trying to enhance the grant revenue opportunities?
38
39 Thacker: Okay, so grant funding, you'll see there we're bringing over \$150,000. That
40 is actual a grant from Petco charity.
41
42 Macias: Right. But that was the original.
43
44 Thacker: That was one we just ...
45
46 Macias: Substantial grant.

1
2 Thacker: Yes, we just received it about three, four months ago.
3
4 Macias: I see.
5
6 Thacker: And so all of these grants that we get from these large players, there for
7 specific reasons. Very rarely do we get a grant, maybe from a local charity
8 here in New Mexico, called the Carroll Petrie Foundation. Other than that,
9 they are all very specific. We apply for it for a specific reason, transport
10 vehicle, or vaccines. So we have to use it for those specific reasons. Very
11 rarely is it a general support, you can use it for whatever you want.
12
13 Macias: So is there a strategy in terms of enhancing for this next budget year, any
14 additional grant opportunities that would supplement the budget?
15
16 Thacker: Well, we're always looking for grant opportunities. We recently just lost our
17 grant writer. So the first plan of strategy is to hire another one. And from
18 there be able to look at new opportunities. I think our previous grant
19 manager did an excellent job of being creative. I know we got a small grant
20 for low income housing, and she got it by saying that there's animals in low
21 income. So just being creative on how we write the grants. But basically,
22 that's the strategy is finding them, applying for them for specific reasons,
23 and then applying those funds and moving forward.
24
25 Macias: And again you don't see any opportunity. I think that's the question that I'm
26 asking, in terms of impacting because this budget begins the first July. So
27 I'm trying to see if there's any other opportunities that are being worked on
28 that might offset any of the potential requested increase from both the City
29 and the county.
30
31 Thacker: There's a potential one from PetSmart Charities for animal transportation
32 that would offset the cost about \$25,000 for fuel, and transportation needs
33 but that's about it. We've gotten that one several times throughout the year.
34 These types of grants there's no such thing as a sure thing. And I think a
35 lot of times the cities and the counties they know what grants they're going
36 to be getting. And we just don't in this industry.
37
38 Macias: All right. Thank you. Madam Chair, if I might just, if you'd permit me a
39 comment in response to Councilor Corran's question related to the reserve.
40
41 Gandara: Of course.
42
43 Macias: After we had the discussion at the earlier meeting, I went back and I talked
44 to our budget people, because our funds from the county come from the
45 general fund that support the Animal Services Center. And so our three-
46 twelves reserve already covers the Animal Services Center, at least from

1 the county's contribution. Because we set aside enough money that three-
2 twelves is related to the entirety of the general fund budget. And since this
3 organization is funded through the general fund and not some other you
4 know supplemental or governmental or federal funding, I can assure you
5 that if there was a shortfall that's covered within our three-twelves already.
6 So when we have this discussion about well we need to have like a line item
7 with the Animal Services Center that shows a reserve, honestly, I don't think
8 that that's necessary because from the county's perspective it's already in
9 place. So if there was that shortfall, half of it would be covered by the county
10 and would be covered under the reserves that the county already has
11 committed.

12
13 I can't speak for the City. But certainly from my perspective we don't have
14 to set aside a specific amount and make sure that it's always there and can't
15 be touched, because that's the reserve. You already have that reserve built
16 in. And since our reserves are relatively strong, there's not a jeopardy that
17 if there had to be some diminishment in revenue that our reserves wouldn't
18 already be there.

19
20 Gandara: Thank you, Judge Macias. I'm going to turn it over to Board Member Deleon
21 and she could answer that question, as well as any other questions you
22 might have for Clint. Thank you Barbara.

23
24 Deleon: Thank you Madam Chair. And I apologize, I didn't get to my button in time
25 to get on the list to ask questions. But I appreciate you including me. And
26 with respect to the City's perspective on that, on the reserve, I think it just
27 gets back to a management philosophy for the Animal Service Center as an
28 entity. How the center would like to manage their budget and reserves on
29 their own versus assuming that they're in the two entities that fund the
30 Animal Service Center. But not to dispute the characterization that we also
31 are funding the Animal Service Center out of our general fund as well and
32 we have a reserve requirement, also. So I would just say it's a philosophical
33 discussion with respect to how the Board would like the center to manage
34 their funds and expenditures. And I'm assuming that's for a future
35 discussion.

36
37 I had a couple of questions Clint related to your vacant positions. So for
38 FY24, how many vacant positions were budgeted? That's my first question.

39
40 Thacker: We have a vacancy rate of about, I want to say about 15%, he said, for the
41 vacancy rate. And that is just all combined, if that makes sense. So it's not
42 we're going to have one person empty for this amount of time, it's we're
43 going to have a constant rotation of people that are going to be gone saving
44 that much money.

1 Deleon: I understand that. At the City you know we actually identify, at a point in
2 time the positions that are vacant that are going to be included in next year's
3 budget. So that's why I was asking how many vacant positions you have.
4 We also have to take into consideration at how we will budget those vacant
5 positions. In other words, at the entry point of this paygrade, at the midpoint,
6 how we're going to budget the benefits for those vacant positions. So I just
7 wondered if you could speak to the assumptions that you use for budgeting
8 the vacant positions for the Center for FY24, for those types of
9 considerations?
10
11 Thacker: Yes, the assumptions is that we are going to be fully staffed. So we do fund
12 those positions 100%. For instance, in our kennel staff, and the thing is
13 there's always turnover, so we're hiring two full time and two part time, but
14 we also just lost a person, just I think two weeks ago. And so there's always
15 going to be that constant rollover. And that's the reason why we are always
16 fund them for 100%. And we fund them, there's the lowest rate, which is
17 \$14 an hour. And they're all funded for that amount
18
19 Deleon: Your vacancy rate has been, I'm not sure at what percent it's been, if it's
20 been between the 10% and 14% on a regular basis. I know we at the City
21 also have a vacancy rate on an ongoing basis, because we are constantly
22 having turnover as well as, it takes time to hire positions. So we know at
23 any given time we're not going to expend 100% of the amount that we
24 budget for salaries. So I wondered if that was taken into consideration for
25 the Center, because if you budget them at 100%, essentially, you're
26 assuming zero turnover and I don't know how realistic that is based on the
27 history of the Center's financials and something to consider for how to
28 budget for FY24.
29
30 Thacker: Okay. Thank you very much.
31
32 Deleon: Thanks.
33
34 Gandara: Board Member Chris Schaljo-Hernandez.
35
36 Schaljo-Hernandez: Thank you Chair. Clint, I have a question for you on the salaries and
37 wages of the 3% that is being asked for. And I was talking to Chair Gandara.
38 When did we do that increase study? And when did those wages go into
39 effect?
40
41 Thacker: It was in 2021, and the increase was, well when you're talking years or fiscal
42 years, it gets confusing. So I believe we actually did the increase in 2021.
43 And then we were working on it well before in 2020.
44
45 Schaljo-Hernandez: Okay. And do you see because you're saying 3% is for a percent
46 from last year, a percent for this year and a present for next year, correct?

1
2 Thacker: Yes.
3
4 Schaljo-Hernandez: What do you suspect that you'll be doing a wage analysis again for
5 increases? Because 1% isn't that much year over year. It's not even an
6 average of normal spending or normal allocations. So do you foresee that
7 increasing soon? And if so, when do you think we're going to look at that
8 again?
9
10 Thacker: I would like to look at it every five years. So we're coming up on that next
11 year for sure. So it would be in the budget, so just the cost of doing the
12 analysis will be in next year's budget. And then we'll be able to work on the
13 budget the year after that. Because I know those analysis take time for
14 sure. And that can be something that HR specialists does as well, work
15 closely with them and get that information. We are a very unique industry,
16 you could say, and it all depends on how the director fights for salaries.
17 Because I know in Bernalillo County, a good friend of mine is the director,
18 they're still really low like where we were around \$11, \$12 an hour. But you
19 just come south to the state where we are, we start at \$14 an hour, that's
20 because we fought really hard for salaries. And then you look at other
21 places throughout the country that are comparable to us with animal intake
22 and it varies greatly as well.
23
24 Schaljo-Hernandez: Okay, no, thank you for that, a little history. Thank you. I appreciate
25 that.
26
27 Gandara: Thank you Board Member Schaljo-Hernandez:. Yes, Judge Macias.
28
29 Macias: Thank you Madam Chair. Just one follow up question. Is there anybody at
30 the Animal Services Center that's making less than \$15 an hour?
31
32 Thacker: Yes, people who start, kennel workers who start are at \$14 an hour. And
33 after they work there a year it goes up to \$15 an hour.
34
35 Macias: So how much more money would be necessary to have the starting salary
36 at the \$15 an hour?
37
38 Thacker: I do not have that on top of my head.
39
40 Macias: Madam Chair. Could I request that information for the Board?
41
42 Gandara: Yes, of course.
43
44 Macias: Thank you. Because I know the county and I believe the City as well, had
45 already made a commitment to the bottom line wages being \$15 an hour.
46 And part of my perspective, and maybe it has something to do also with the

1 reserve that needs to be kept, is that the Animal Services Center, we may
2 be overseeing it as a Joint Powers Agreement, but to me they're us. They're
3 the county and the City. And for their employees to be starting at a lower
4 wage than what we've established, I think I certainly could advocate with
5 the Commission that that would be worth some additional money to make
6 sure that we're being consistent along with the Animal Services Center. So
7 I'd like to kind of suggest that we, because I'm not finding actually, I'm real
8 excited in terms of the request that's being made and the level that it's at,
9 which I believe is a very, very acceptable level in terms of everything that
10 we're dealing with across the board in all of our budgets. So I see this as
11 being a very reasonable request, especially divided between the two
12 entities. So I certainly would be very willing to advocate for some additional
13 more money to make sure that we're starting all of our employees at the
14 \$15 an hour, at least that.

15
16 Gandara: Thank you Judge Matthias for that. I appreciate that. And I would agree. I
17 think it's pretty reasonable. I have some questions that I'd like to ask, but I
18 will turn it over to Board Member Corran first and then I will take the rest of
19 the time.

20
21 Corran: Okay. I was just going to follow up on that note as well. I think the 3%,
22 that's partly why I asked if it was for support staff or all staff, I would ask that
23 that be revisited, making sure that the \$15 an hour sort of across the board
24 minimum is met. But I would kind of like to see a more pyramided type of
25 approach for the salaries of folks who are working there, that is 3% across
26 the board versus 5% at the bottom, 3% at the top, something like that would
27 be something that I would think would help with this disparity at the lowest
28 end of the pay scale for folks who work there. And I think to Manager
29 Macias's point, I think that would also be very well received among - I would
30 receive that well as a City Councilor. And so hearing that valuing of folks
31 who are doing really hard, all of the work is really hard but if we're
32 dramatically undervaluing folks who are doing work that is extremely
33 difficult, I would like us to rectify that if we can, if we have an opportunity to
34 do so especially with such a conservative ask in the budget.

35
36 Thacker: This is great news. I'm more than happy to take this back to the managers
37 and our budget analyst and be able to figure out the best way to do it. There
38 are some challenges because we have such specialty individuals like our
39 veterinarian technicians and our surgical staff. And I mean everybody's
40 such a hard incredible worker so we did run into the same issues and
41 problems when we did our first salary increase, but we'll see if we can't get
42 something better. This is great. This is good news.

43
44 Macias: Madam Chair. Just one more comment on that point. If that causes some
45 compression issues, because you're raising at the lower level, and therefore
46 it compresses and there's some issues there, I think that you should look at

1 that issue as well to see if there would have to be any further modification.
2 Because I know that it's very simplistic to say, well, let's set \$15 as the
3 bottom line, but in fact if you do that you basically bring a compression with
4 some of the people that are just above that compensation level.
5
6 Thacker: Yes.
7
8 Macias: So I certainly hope that we'll factor that in when you come back and suggest
9 what additional revenue would be necessary or additional funds that would
10 be necessary.
11
12 Thacker: Thank you sir.
13
14 Gandara: Any other questions with my board? Yes.
15
16 Schaljo-Hernandez: And just to point out too, that there's currently a few bills up in the
17 legislature that's looking at minimum wage. And a possible discussion of
18 going off of yearly increases off of CPI, which might mess up your budget.
19 So you might want to look into that and also offer maybe what that looks
20 like, just out of curiosity for Animal Services Center if you do go off of CPI,
21 which was an insane percentage, I think it was like eight point something
22 this year. So it might be something that we want to look at as well, if that
23 does get more traction than it already has.
24
25 Thacker: Did you know what number that is so I can refer it?
26
27 Schaljo-Hernandez: The bill number?
28
29 Thacker: Yes.
30
31 Schaljo-Hernandez: I can look it up in a minute.
32
33 Thacker: All right. Thank you.
34
35 Gandara: Well, we have Chair Sanchez back. And so I'm going to turn it over to him.
36 But before I do I'm going to ask some questions. We're at that point. Clint,
37 you've talked about the HR specialist for some time, and I understand where
38 this is coming from. And this person would be a liaison, obviously to the
39 City as the City does a lot of these, the advertising and you know whatnot.
40 And so what sort of conversations have you had with the City related to this
41 and sort of how you outline you know the job duties of this person versus
42 what the City is already offering you at this point?
43
44 Thacker: So I have never sat down with HR director and said, "This is what we'd like
45 to do." But what I have done is when I talk to our HR analyst I would always
46 say, "Well, if we had our own person, would this make it easier for you? Or

1 would it streamline this?" And the answer was always yes. Yes, it would.
2 So those discussions have occurred there of if it would benefit the City and
3 the ASCMV. And what was the other part of your question?
4

5 Gandara: Just that. I guess I would like for you to have with the analyst and more
6 conversation about this and other positions. I think the analyst is there to
7 help, will obviously analyze those positions and how they're working, how
8 they're not, whether I think there was some question or some common
9 alluded to sort of the vacancies. And what are you looking at in terms of, or
10 at least my perception is, can some of these positions be changed to other
11 positions? Like are they necessary for the support of the center. And so I
12 like to have, I like for you, directing you to have this very direct conversation
13 with the City. I know that the City when we're doing budget, at budget time,
14 they're asking all the directors to come up with a sort of report about there's
15 the services right, what their needs are, why they need this, sort of analysis,
16 right of the operations and its entirety. And I don't know all the specifics,
17 but I know there's a gap in that and I want to make sure publicly that we are
18 working together, because if we are one then all other directors are being
19 asked certain things and I know, I believe there's a gap on what kind of
20 communication is being had, specifically during this point in time and it
21 behooves us to do it because I feel like it allows for our finance team to
22 understand and crunch numbers alongside you, to have you know what you
23 need to operate at the optimal. So I'm asking that. What is the salary range
24 for this HR person?
25

26 Thacker: We put it at, so salary and benefits is \$88,831.
27

28 Gandara: I know but there's benefits and all. I want what are you looking at? What is
29 the average salary for this individual?
30

31 Macias: Madam Chair. Normally benefits are about a third of the amount, so it's
32 probably in the 50 plus 1,000 salary.
33

34 Gandara: Okay. \$57,000-ish.
35

36 Thacker: Yes ma'am.
37

38 Gandara: Okay. Okay. I think it important. And you're a small outfit so I'm thinking
39 about my experience with HR and sort of how you sort of promoted why you
40 would like to see this happen. And so I think about the HR specialist that I
41 had, and she was also the person that helped with budget, and whatnot you
42 know in my past employment. So I think those will be helpful. I don't think
43 you'll have an issue recruiting someone of that caliber if the price is right.
44 So I just want to make sure that we're looking at that. And that you're doing
45 like sort of looking at what other HR specialists are looking at. And I guess
46 is looking at the City and county, they have HR specialists. I'm not sure

1 Barbara if that's sort of the going rate for our HR specialist. But if we're
2 going to make this a go and work at it, again having the conversation with
3 the City and the county of course, but I know that the City is looking at those
4 positions and asking each of the directors. And I know it's difficult because
5 you have both City and county asking you, requesting different things. So I
6 completely understand that. But Barbara, do you have an answer to that?
7

8 Deleon: Yes, I do. Thank you. I was going to say Madam Chair, but we now have
9 our Chair Sanchez. Vice-Chair Gandara. Yes, I pulled up our own HR
10 specialist position which Clint I believe you said you would be following
11 that job description since we had that. And that does correspond with an
12 entry level salary and benefits for that position. So it does align on our
13 side with the City. And it sounds like with the county as well, from the
14 dollars that Judge Macias mentioned earlier.
15

16 Gandara: Perfect. Thank you. Thank you. And then Clint, I have some questions
17 around the medical facility, the old facility and what the operations are going
18 to look like given you know the sort of break in moving things over to the
19 new center. Those numbers would be very helpful to me. What the
20 operations and totals would look like, you know projected for the new center
21 and the medical center. And in the medical center is that funding include
22 the veterinarian that we've been advocating for, for so long to be able to
23 really have this robust service array for, right the public related to spay and
24 neuter, and vaccines, and all the different things. So looking at that, do you
25 have those numbers?
26

27 Thacker: I don't have them with me now today, but I can get them to you. A lot of the
28 old existing center in terms of the Medical Center is not going to be
29 changing. We have staff that's going to have to be in every kennel. That's
30 going to be cleaning. We have supervisors that are there. We have, I mean
31 all the same consumption of cleaning supplies. I can do a break down
32 budget for you. And to tell you. I can tell you that we're waiting to hear back
33 on any news from legislative monies. So if we get that, then we'll be starting
34 a major overhaul of the medical facility. Major overhaul. So that's exciting,
35 and hopefully within the next year to be able to get that started. So that will
36 impact as well what we're doing with the facility and how much we're
37 spending on it.
38

39 Gandara: What did you ask for Clint, remind me again?
40

41 Thacker: It was three stages we did, we prioritized one stage was a little over, it was
42 \$1.3 million, and then we did the whole entire project, which was about \$4
43 million.
44

45 Gandara: And this is capital that you asked for.
46

1 Thacker: Yes.
2
3 Gandara: Yes. Okay. And yes, I think those are helpful especially if you're forecasting
4 and ... I'd like to know sort of along the lines of the questions that Judge
5 Macias asked about the grants so like forecasting. What are you going to
6 go for? I know that, I think, I just did a Google search, you know quickly
7 about the types of grants that might be made available. And I know you're
8 looking at for certain things that are necessary for the operations of the
9 center. But I like the idea of coming up with a grant, a plan you know, for
10 the coming year, couple of years. And I know that's, I like for Bernice or
11 somebody to write that down as something to speak to at our strategic
12 session that we're looking to have in April. But I think those are important
13 because it really is going to affect sort of the budget from, right from here
14 on out. So planning that, what we look at, we're going to look for, which
15 also requires the services that you want to add. I just feel like having the
16 center, the new center and forecasting that in my mind is the assumption
17 that we're going to have more services in there, more animals. And if so,
18 what is the cost?

19
20 And then I'll say that I, yesterday, we're Friday, Thursday yes, the facilities
21 meeting, you know I spoke to again bringing up this new center. And it
22 being approved, thankfully by the voters of Las Cruces, the residents of Las
23 Cruces. And looking at how we negotiate with the county, the center, is it
24 per animal, I mean I'd like to resurrect those conversations. I've talked to
25 Manny about having this City and county, and I'm glad Judge Macias here,
26 joint meeting to discuss that. It's something that I think we should have a
27 conversation about, and maybe that's the conversations between our City
28 Manager and our County Manager. I know there is staff here. Barbara, I
29 see Leanne and Josh out there, just putting that as a to do list and
30 advocating to have that happen. I think it's an important thing. So I'm
31 looking for what are the operations right for the new center, are you going
32 to be adding more things to that center, meaning, I hope that I don't want to
33 see an increase in the population, but I'm feeling like, yes that might happen.
34 And if so what is that going to look like from a budget standpoint. And being
35 prepared for the maintenance and such. I hope that makes sense.

36
37 And then your maintenance and repairs, typically because I've sat on
38 facilities have been concerned about that. And I think on slide five you
39 spoke to a decrease in the maintenance and repairs. And quite frankly, I
40 am concerned about that because it feels like every time we turn around
41 we're repairing something in the old center. If we get that money, and the
42 various stages that you'd like to see, your envisioning happening with that
43 money is basically to overhaul that center. Correct? But if we don't get it,
44 it, it concerns me that there's a decrease of \$400. I don't know how you
45 came up with that amount given what we've seen throughout the year, a
46 couple of years that I've been, several years now that I've been, well I guess

1 it's been seven years I've been on facilities. The repairs and the rehab that
2 is necessary for that building has been enormous at times and so is that a
3 realistic number?
4

5 Thacker: So when we looked at this, it was basic fine tuning of, do we really need to
6 have you know, our person just purchased brand new tools, so do we need
7 to have tools and money for his tools for this one. And it was small things
8 like that. We've never ran out of money for upkeep of the center. There's
9 times we've had to maybe postpone a little bit, like it took quite a while for
10 the retention pond to be done. But that was a delay with the City in getting,
11 we had to have an architect look at it, an engineer, a new one, and so that
12 took time there. And when it came to it, we had the money and we were
13 able to complete it.
14

15 Right now at the center we've done a really good job, as you know through
16 the years of having money to be able to do those. The new roof was a huge
17 one. That was put up by the City. The redo of the ventilation and also all
18 the HVAC in the kennels, that was a huge one as well. So while yes we've
19 had big projects, those big projects are I mean pretty much completed or
20 there are completed. And we're looking at smaller things now like the
21 upkeep of the drains. And that's a preventive maintenance that we continue
22 to have that comes out of that fund. Small things like the door being ripped
23 off because of the wind, and we had to get that fixed. So I believe that the
24 \$48,000 is adequate for that center. And we're not expecting hardly
25 anything for the new center being a brand new facility.
26

27 Gandara: Hopefully, right. Hopefully. Well, and there's warranties and such that will
28 cover that.
29

30 Thacker: Yes.
31

32 Gandara: But Clint, I guess I'm concerned with in the event we do not get the money
33 for what you're anticipating for that first phase. What does that look like?
34 Are you going to get that money from cost savings from vacancies? Or
35 how, or you're asking City and county for that? What is that total amount
36 for the first phase? And what is the actual detail to that renovation?
37

38 Thacker: I don't have the information with me right now. If you remember I presented
39 it at a board meeting quite a while ago, before we applied for the funds.
40

41 Gandara: I have slept since then. So, gosh, yes.
42

43 Thacker: I know, so have I. I can send that information to you again. But I can tell
44 you that the first phase did a meeting center or a conference room at the
45 new center. And then it also totally overhauled three of our kennels. And
46 so they would be completely leaving one kennel operational and the other

1 three shut down. And that involves tearing everything out, walls down,
2 tearing the drains out, and then redoing everything from the ground up,
3 including brand new kennels. And so the question was, what if we don't get
4 it? Well, obviously I don't have you know \$1.5 million in my savings
5 anywhere, so it would just need to be delayed, for lack of a better answer.
6 Be delayed for the year and have conversations with the City and the county
7 to find out if that money is available, look at grants that might be available.
8

9 Gandara: It's \$1.5 total, but it's not the first phase, it's not the total.

10
11 Thacker: That's just the ...

12
13 Gandara: That is the first phase. Okay. Thank you Clint. Okay that's helpful. And
14 are you feeling, so maybe we'll have a better, well I'm not sure we'll have a
15 better idea at the end of the month, but maybe in April. So those
16 conversations probably need to be had and I'm asking that we have an
17 agenda item that speaks to that. And given all the things to consider,
18 vacancies and such, how we make that happen. Because I think if we don't
19 do that forecast it just pushes that down and that prevents, you know that
20 has everything to do with the quality of life for our animals in there to include
21 the quality of, you know just a good workspace for our staff. And so I'd like
22 to think more clearly if it's not all three kennels maybe it's one kennel, what
23 would the cost be? That kind of thing. Right? So I'm feeling like, although
24 reasonable to ask what you asked for, I'm hoping that as we move through
25 this and waiting for the capitol to sort of make its way to the governor's office
26 and what she will sign, we'll have a better idea in the next couple of months.
27 But I am glad we're having this conversation. And then I know that TNR
28 has been you know a big issue for us and something we want to prioritize
29 the hiring of that TNR coordinator.
30

31 Thacker: Community Cat Program Manager.

32
33 Gandara: Yes, Community Cat Program Manager, and sort of what you're visioning
34 and the types of programming that might happen. And what is the budget
35 going to look like for that program specifically, and what are your plans for
36 that?
37

38 Thacker: So we have a Community Cat Program Manager currently in the process in
39 the application review stage. So interviews will be happening shortly for
40 that position. That is a funded position already, so we have money for that.
41 Whereas for the program, we also have and the others was set aside for
42 some training for the individual and also a small budget that can purchase
43 educational materials, all I can think of is persuasions but that's the
44 opposite, the little things that make animals go away, deterrents, there you
45 go, thank you, for the deterrents. And then that individual is scheduled to
46 work very closely with animal control, and to be able to get hotspots from

1 animal control of where they're coming from. And that's when I say animal
2 control at City and county. So they can go and talk to those individuals and
3 see why there's hotspots, what they can do to get rid of the animals, I mean
4 just basic education that's currently lacking right now. But as far as a large
5 budget from the City, it's a City run program so I haven't asked any money
6 in this budget specifically for a TNR budget, because I didn't feel like the
7 county should pay for a City run TNR budget was my thought.
8

9 Gandara: Well if we're going along that lines I could say the same about the new
10 center. It's a huge. So I feel like it's our responsibility at both sides to fund
11 something that's going to benefit the county. And so I'd like for you to look
12 at that and put some money into that TNR line item so that we have a robust
13 program specific to that. And with that, I'll turn it over to - and I'm not trying
14 to be critical, but we've been trying to talk about this for some time and I
15 know it brings up all these issues and emotions about it, but I also feel like
16 you know the City took a huge chance and our citizenry at the City level ,
17 you know paid for that. And so it's only fair to have this conversation. I'm
18 not trying to cause waves or problem, but I'd like to resurrect that
19 conversation. So again, I don't think it's a great way to you know expect
20 one or not the other to do something. I mean we're in it together, are we
21 not? So I'm asking for that conversation to be had, and for it to be across
22 the board at all levels of programming.
23

24 Thacker: Fantastic.

25
26 Gandara: Thank you. Thank you Chair Sanchez.

27
28 Sanchez: Thank you Madam Vice-Chair. And thank you for running this meeting and
29 covering for me. Thank you so much. Okay, there any other questions?
30

31 Gandara: I was a little like spacey when I first got here. I wasn't expecting it. But no
32 problem. Thank you Sanchez.
33

34 Sanchez: Okay, are there any other questions? Board Member Deleon.
35

36 Deleon: Thank you so much Chair Sanchez. Just want to come back to the question
37 with respect to the HR specialist and the resource analysis that Vice-Chair
38 Gandara mentioned as well. You mentioned that this position may be doing
39 payroll entry. And I know as part of the resources that we have at the City
40 that's typically done by our office assistants. So I didn't, and I don't know
41 that that's actually included in the job description for the HR specialist. So
42 was there a resource analysis done with your existing positions and the
43 responsibilities to figure out what level of work or what type of work this HR
44 specialist would be undertaking?
45

1 Thacker: A resource study, if you meet in the managers meeting, and several of them
2 and we discussed what we would like to see them done, or see them
3 performing? Then yes, we had a lot of discussion about that. Basically, it's
4 a position that would take a lot of work off of Bernice our Operations
5 Manager, and also take that payroll away from somebody to do it. You're
6 right, it is not in the City's job description, but it was something that we would
7 add in ours.
8

9 Deleon: Okay, thanks. And I would like to come back to a discussion about the way
10 that you're budgeting for your vacant positions, both for the salaries and for
11 your benefits, which I didn't hear what your assumptions were for the
12 benefits for these positions, because of course we have a variety of benefits
13 available and if you budgeted a family, an individual, or you know how that
14 works. And maybe the county could shed light as well on how they make
15 assumptions for the vacant positions. But budgeting at a at 100%, it's not
16 something that we do at the City. It's not something that we expect is going
17 to happen just because of our, you know an ongoing vacancy rate and
18 turnover. And so it could be that there would be some funds available
19 through an analysis of how we budget for those vacant positions for some
20 of the other initiatives. I would more realistically reflect the salary and
21 benefit expenditures that you're expecting to see over the coming years. So
22 thank you very much. Appreciate that.
23

24 Thacker: Thank you ma'am.
25

26 Sanchez: Thank you Board Member Deleon. Okay. Are there any other questions?
27 Okay.
28

29 Thacker: Thank you very much, Mr. Chair and the ASCMV Board. We're going to
30 make these changes, and see what we can do about getting back to you
31 before the March 13th presentation. I know that's very, very, very tight, but
32 I'm presenting this to the City on March 13th. So we'll see if we can't get
33 something together for another work session. If not, it'll be sent out for
34 review via e-mail, and hopefully to get some feedback on that, or at the very
35 least to have feedback on the 23rd Board meeting.
36

37 Sanchez: Okay. That sounds good.
38

39 Gandara: Chair Sanchez. I think that would be - if I may.
40

41 Sanchez: Absolutely.
42

43 Gandara: I think that would be helpful if, he will be presenting at our City Council
44 meeting on the 13th, but having it at our Board meeting I think as a standing
45 agenda item until we finalize it would be very helpful to me.
46

1 Sanchez: That sounds good.
2
3 Gandara: Thank you.
4
5 Sanchez: Thank you, Clint. I think if we got that then we have a path forward. All
6 righty. I guess in that case we've reached the end of our agenda for today's
7 work session.
8

9 **III. Adjournment (10:16 a.m.)**

10
11 Sanchez: And so if I can get a motion to adjourn.
12
13 Schaljo-Hernandez: Motion to adjourn.
14
15 Sanchez: Motion by Commissioner Schaljo-Hernandez.
16
17 Corran: Seconded.
18
19 Sanchez: Seconded by Councilor Corran. If there are no objections, then we'll call
20 this meeting adjourned at 10:16 a.m. Thank you all for joining/
21

22 **BOARD OF DIRECTORS**

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25 _____
26 Manuel Sanchez, Board Member
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29 _____
30 Kasandra Gandara, Vice-Chair
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33 _____
34 Becky Corran, Chairperson
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37 _____
38 Yvonne Flores, Board Member
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41 _____
42 Fernando Macias, Board Member
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45 _____
46 Christopher Schaljo-Hernandez, Board Member

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Barbara DeLeon, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **March 23, 2023 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Kasandra Gandara - Vice-Chair
8 Becky Corran - Board Member
9 Deborah Weir proxy for Fernando Macias - Board Member
10 Christopher Schaljo-Hernandez – Board Member
11 Barbara DeLeon - Ex-Officio Member
12 Mary Lou Ward - Ex-Officio Member

13
14 **BOARD MEMBERS ABSENT:**

15 Manuel Sanchez - Chairman
16 Yvonne Flores - Board Member

17
18 **I. Call to Order & Pledge of Allegiance (9:00 a.m.):** Vice-Chair Gandara called
19 the 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 Corran, second by Board Member Schaljo-Hernandez. Motion passed.

25
26 **IV. Minutes**

27
28 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
29 **January 26, 2023:** Motion by Board Member Schaljo-Hernandez, second
30 by Board Member Corran. Motion passed.

31
32 **V. Reports/Presentations**

33
34 **A. Recognition of Vaccination Clinic Participants:** Clint Thacker reported
35 on the drive-through vaccination clinics held by the ASCMV. To date, the
36 clinics have provided over 4,000 rabies vaccines; 3,397 DHPP vaccines;
37 over 2,000 microchips; 491 feline vaccines; and 1,627 Bordetella vaccines.
38 There have been plenty of volunteers to help at the last two clinics. People
39 were introduced and photos were taken.

40
41 **B. CIPP Presentation: 2 Hearts 4 Paws:** Susan Peterson of 2 Hearts 4 Paws
42 Refuge talked about their rescue. The two sisters run a 501(c)(3) rescue in
43 Radium Springs and they help stray/injured/abandoned dogs and cats.
44 They have recently had enough people to be able to take animals from the
45 shelter to transport to rescues in other states. They have sent out about 12
46 small dogs and hope to start with the larger dogs soon. They also help

1 people with veterinary bills when they can. Ms. Peterson is very grateful for
2 the cooperation and help of the shelter and the ACOs.

3
4 **C. City and County ACO Reports - City and County Animal Control:** Brian
5 Hulsey reported on February with 257 reported stray animals; 186 were
6 picked up which included 76 cats and 110 dogs. There were five
7 sick/injured, four cats and one dog. There were two owner surrendered
8 dogs. A four-year comparison graph of stray animals was shown. A four-
9 year return to owner comparison was shown. There were 34 RTOs in
10 February. There were three welfare hold animals. There were no
11 neglect/cruelty animals. There were ten shelter quarantines and five home
12 quarantines. There are two dogs being held in a livestock mauling case.
13 There were five animals in live evidence awaiting court. One rabies
14 submission for February. There were 50 diverted intakes in February. A
15 chart of animals picked up per county district: District 1 had nine animals;
16 District 2 had 24; District 3 had 53; District 4 had 34; District 5 had 32;
17 District 6 had 11; District 7 had 23. Year-to-Date totals for 2023 were shown
18 for cats and then dogs. Reasons for owner release: One kept escaping
19 and the owner could not take care of it and the other attacked livestock.
20 Mary Lou Ward reminded the Board that there is a shortage of ACOs right
21 now and that is why the RTO numbers are low.

22
23 Officer Torrez reported the City's November numbers: 476 reported strays;
24 215 gone on arrival; 261 apprehended; 222 impounded at the shelter, 108
25 dogs, 114 cats. Successful field RTO 39 animals, 10 unsuccessful attempts
26 to RTO. There was a total of 49 identifiable stray animals. Three-year
27 comparison shows 886 animals for the year. Three-year field RTO
28 comparison shows 39 field RTOs compared to 51 in 2022 and 31 in
29 2021. The community cat program graph showed 107 animals trapped, 12
30 were released in the area as already earmarked; there were 55 cat in trap
31 calls, but some of those were just requests for traps. Three community cats
32 released for 2022. Reasons for owner releasing animals: A mom dog with
33 11 puppies; seven for aggression and five of those were not permitted by
34 landlords; three owner unable to care for them; one for a bite; one sick/old;
35 one too strong for the elderly owner; and one injured cat. Reasons for being
36 unable to field RTO: Seven microchips had not been updated and three no
37 contact by phone or at the residence. The cat in trap calls need to be
38 separated into requests for traps and cat in trap. Ideally the cats in the traps
39 will be neutered and released.\

40
41 **D. Shelter Statistics/Activities:** Clint Thacker reported February animal
42 count as of Wednesday is 419. February intake continues to climb: 727
43 animals taken in with 489 being dogs, 231 are cats, and seven others; 59%
44 were brought in by ACOs, 19.5% were strays by the public, and 12% were
45 owner surrenders. Staff talks to owners and public to try to find alternatives
46 to surrendering to the shelter. There were 11 dogs and two cats returned.

1 Diverted intakes were 261. Animals leaving center: 17% by adoption, 13%
2 reclaims, 27% rescues, 17% community cats, 25% euthanasia rate.
3 Therefore, live release rate is 74.7%. Rescue groups took 197 animals in
4 February. Euthanasia reasons include respiratory signs, non-treated due
5 to severity; aggressiveness; space/medical; cats were mostly euthanized
6 due to space/behavior/medical. Year-to-date surgeries are 655; 296 of
7 those in February. The "other" category refers to any surgical procedure
8 that is not neutering or any animal adopted that is not a cat or dog. The
9 volunteers gave 843 hours in February, including the vaccine clinic. Visitor
10 numbers are 1,479 individuals. Webpage views were high. Facebook
11 views were also high. Upcoming events include the Icebox Brewery
12 Concert on April 15th, Petrie Adoption Event on April 8th, and Animal Care
13 and Control Appreciation Week is April 12th through 18th. The shelter also
14 presents information and Pet of the Week at the City Council meetings.
15

16 **E. Committee Reports**

17
18 **1. Finance - Barbara DeLeon, Committee Chair:** The quarterly
19 finance report will be presented next month, as the Board has decided
20 to do these quarterly rather than monthly. Josh Saffell will present
21 this next month. This month's budget parameter was just under 67%
22 of expected at eight months into the fiscal year. The current
23 unassigned fund balance for the ASCMV is \$440,000. Chair DeLeon
24 is not concerned about anything in the financial activities.
25

26 **2. Executive – Kasandra Gandara, proxy for Manuel Sanchez,**
27 **Committee Chair:** The committee spent the meetings and work
28 sessions working on the budget with Clint Thacker, discussing
29 progress on the facilities and the population there, discussing
30 vacancies in the staff and what to do about them. Mr. Thacker is
31 finding out why people are resigning to try to improve employee
32 retention rates. The Committee has not yet provided Mr. Thacker's
33 yearly evaluation. The JPA is currently under review, as it needs to
34 be updated. Barbara DeLeon reports that her group has been able to
35 review the JPA and plans to improve the format for ease of use. Ms.
36 Gandara reported that the Committee plans to do something to honor
37 the artist of the mural on the old facility.
38

39 **3. Facilities - Kasandra Gandara, Committee Chair:** The Committee
40 discussed the population, the old facility, and different projects in the
41 City and ASCMV as well as the new facility. There is a slight problem
42 with funding to update one area. Tom Gallagher of the City of Las
43 Cruces is the Project Manager for the new center and he reported to
44 the Board that the project is almost done. The only hold-up is the
45 indoor kennels and fences. The City was trying to value engineer this
46 equipment and it took most of last year. The City put down payment

1 on the kennels in January and last week the manufacturer gave a firm
2 date of May 5th for shipping. There is currently not enough funds to
3 finish the get-acquainted areas and some of the other things in the
4 back area. It is expected to cost over \$300,000 to finish the back area
5 with treated concrete pads with proper drainage. Staff has been
6 searching for other options to build this, but there do not seem to be
7 any alternatives. The dog park is almost ready to open. Some of the
8 fences needed to be modified to prevent smaller dogs from escaping,
9 possibly onto Rinconada. El Paso Electric will be doing their part of
10 the lighting in the end of April. Clint Thacker reminded everyone that
11 the ASCMV is not connected to the dog park at all, in spite of being
12 right next door. Board Member Macias sent an e-mail earlier asking
13 if there was any budget left over to use to finish the back area. If the
14 Board decides to use the 1/12 surplus that Director Thacker had been
15 requested to hold back, then there would be enough. Mr. Thacker
16 requested guidance from the Board. Vice-Chair Gandara suggested
17 adding this item to the next work session.

18
19 **VI. DISCUSSION ITEMS:**

- 20
21 **A. MOU between HALO Animal Rescue and the ASCMV:** Clint Thacker
22 reported that this MOU is simple and was approved by the ASCMV attorney.
23 It is an agreement that the HALO Rescue will pay a certain amount for each
24 animal removed. Clint Thacker has the power to sign the agreement and
25 he plans to do so.
26
27 **B. Old ASCMV Building Mural Recognition:** Clint Thacker spoke to Wilson
28 Binkley Advertising to make a plaque of the old mural. The original artist,
29 Tracy Jamison, has not yet responded to Mr. Thacker's call to ask for stories
30 about creating it.

31
32 **VII. ACTION ITEMS:**

- 33
34 **A. Resolution 2023-01 - Accept the \$2,400 HSUS Animal Care Expo**
35 **Scholarship Grant:** This grant will allow some of the ASCMV's employees
36 to attend the Animal Care Expo. Two employees will fly there to attend.
37 Two more employees will attend via Zoom. The Humane Society of the
38 United States has very helpful information.

39
40 Motion by Board Member Corran, second by Board Member Schaljo-
41 Hernandez. Motion passed.

- 42
43 **B. Resolution 2022-02 - Accept the ASCMV FY24 Budget:**

44
45 TABLED UNTIL THE APRIL MEETING OF THE ASCMV.
46

1 **VIII. PUBLIC INPUT:**

2
3 A member of the public spoke of NM Statute 55-201 and requested that this statute
4 be implemented so he can get his pet back from whom he had given it to, and then
5 changed his heart and wanted his pet back. He mentioned he is going to court do
6 try and acquire his pet back. Board Member Corran did mention that this is a state
7 law and not City. Suggestion of changing laws concerning animals being
8 categorized as property/objects.
9

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

11
12 Board Member Schaljo Hernandez wants to go tour the new facility.
13

14 Board Member Corran says Board Member Schaljo Hernandez has to take donuts
15 when he visits the new facility. She also mentions that the City is looking at all the
16 animal ordinances to try to improve them.
17

18 Board Member Weir thanks presenters for good information.
19

20 Board Member DeLeon also thanks presenters for the good information and also
21 thanks ASCMV for the excellent presentations at the City Council meetings.
22

23 Board Member Gandara wants to know how the effort to recruit a second
24 veterinarian is going and would like it to be a standing item at the Executive
25 Committee meetings.
26

27 Clint Thacker reports that the second veterinarian position was a new position
28 added two years ago. Efforts to fill the position have not been successful. There
29 were only two applicants: A beginning veterinary student and a retired veterinarian
30 who did not wish to do surgeries. The ASCMV Medical Director is meeting
31 someone to help improve the recruitment advertisements.
32

33 Board Member Gandara discussed the enticements the City has tried to use to get
34 a second veterinarian. She hopes to talk to NMSU and DACC to find up-and-
35 coming students.
36

37 **X. Adjournment (10:25 a.m.):** Motion by Board Member Schaljo-Hernandez,
38 second by Board Member Corran. Motion passed
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40 **BOARD OF DIRECTORS**

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44 Manuel Sanchez, Chairperson
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Kasandra Gandara, Vice-Chair

Becky Corran, Board Member

Yvonne Flores, Board Member

Fernando Macias, Board Member

Christopher Schaljo-Hernandez, Board Member

Barbara DeLeon, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **March 30, 2023 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

- 7 Manuel Sanchez - Chairman
8 Kasandra Gandara - Vice-Chair (arrived 9:06)
9 Becky Corran - Board Member
10 Fernando Macias - Board Member
11 Christopher Schaljo-Hernandez – Board Member
12 Robert Deplain proxy for Barbara DeLeon - Ex-Officio Member

13
14 **BOARD MEMBERS ABSENT:**

- 15 Yvonne Flores - Board Member
16 Mary Lou Ward - Ex-Officio Member

17
18 **I. Pledge of Allegiance (9:00 a.m.):**

19
20 Sanchez: All right, so it is 9:02 a.m. on Thursday March 30, 2023. We will call this
21 work session for the Animal Service Center of the Mesilla Valley Board of
22 Directors meeting to order. And if you all would rise and join me in the
23 Pledge of Allegiance.

24
25 ALL STOOD FOR THE PLEDGE OF ALLEGIANCE.

26
27 Sanchez: Thank you.

28
29 **II. Determination of Quorum and Call to Order:**

30
31 Sanchez: and if we can get a roll call please.

32
33 Baum: Board Member Ward is absent. Board Member Deplain.

34
35 Deplain: Here.

36
37 Baum: Board Member Macias.

38
39 Macias: Present.

40
41 Baum: Board Member Flores is absent. Board Member Schaljo-Hernandez.

42
43 Schaljo-Hernandez: Present.

44
45 Baum: Board Member Gandara is absent. Board Member Corran.

46

1 Corran: Present.
2
3 Baum: And Chair Sanchez.
4
5 Sanchez: Present.
6
7 Baum: You have a quorum.
8
9 Sanchez: Thank you.

10
11 **III. Discuss the FY 23-24 Revised Budget and the 1/12 Fund Balance**
12 **Recommendation:**
13

14 Sanchez: All right, we'll move into our agenda item which is discuss the fiscal year 23-
15 24 revised budget and the 1/12th fund balance recommendations. Mr.
16 Thacker.

17
18 Thacker: Thank you Mr. Chair. Do you want, Which one do you want to discuss first,
19 the 1/12th or the budget?
20

21 Sanchez: I guess which is ...
22

23 Thacker: Budget.
24

25 Sanchez: I don't know, Councilor which do you prefer? I would say the budget is
26 probably the more pressing matter. Okay, we'll just start with the budget
27 then.
28

29 Thacker: Thank you. All right, for the record my name is Clint Thacker, Executive
30 Director at the Animal Service Center of Mesilla. Valley. We're here today
31 to talk about the fiscal year 24 proposed budget. This is a work session for
32 the ASCMV Board of Directors.
33

34 Quick history. In 2021 we received a fund increase from the City. In 2022
35 we received an increase from the County. So in fiscal year 23 both parties
36 were paying \$1.75 million to support our operations. So a quick summary.
37 First of all let me say, I was able to speak with Barbara Deleon. We had a
38 good conversation about the presentation, some things that needed
39 clarification. So I hope as we go through this that that's evident and resolve
40 some of the concerns and also questions that the Board had.
41

42 So first expanding operations. This you've seen before but broken out a
43 little bit differently. So staffing specialist, that is to fill our positions quickly
44 and more efficiently. It also reduces the work for the City Human
45 Resources. This individual will be a direct liaison between the two.
46 Previously before it was called a Human Resource Specialist I think or a

1 liaison, something like that. Speaking with HR director, she recommended
2 this position that they've tried in several different departments and been
3 successful with. They already have it all designated what they're supposed
4 to do as a staffing specialist. The \$60,000 does include benefits for that.
5 3% salary COLA increase, the \$63,000 that is to of course cover the cost of
6 living adjustment. Minimum wage increase from \$14 to \$15 an hour, that
7 was requested by the Board. That's \$82,000. Our 4% health and dental
8 benefit increase. The \$62,000 that's there not only includes the 4% but we
9 also funded all of our vacant positions at individual insured basis. When we
10 talked with the City, the City does family, the fund for family. But when we
11 looked at ours, we noticed that the majority are individual. So we followed
12 that trend and funded for individual coverage. FICA, Social Security, PERA
13 etc., that increase is \$120,000, along with, and the reason why it's more is
14 because it's all percentage based. So with the COLA increase, and also
15 the \$14 to \$15 it went up. Now the community cat program, totals \$133,000,
16 but all the threes underneath it, the rank order of three, those are all what
17 make the \$133,000. So community outreach is \$10,000, spay neuter
18 surgeries \$96,000, and you see the rest. The crisis fund, that is for a cat
19 that has injuries that were going to be able to be treated safely by the
20 individual, and also for the cat as a small \$5,000 fund. So those last four
21 threes equal the \$133,000 that are there.

22
23 An autoclave for the new center, that was on recommendation of the
24 technician that comes out and services ours, says that one of them, we have
25 two, that one of them is in need of replacement. And then the next two, the
26 \$18,500, that is, you see there, mostly for the new center. ETV stands for
27 electronic terrain vehicle, basically, it's like a golf cart to be able to have our
28 building specialist manager go back and forth between the campuses
29 carrying the tools, and also the projects as needed. It will also be used to
30 shuttle large breed animals that need to be x-rayed from the intake of the
31 new center up to the x-ray machine that's at the old center in the back there.
32 Staff and training we use training not only as a way to further education for
33 our coworkers, but also as an incentive on retention, more or less, so they
34 know that we are willing to invest in them, so in turn they can help invest in
35 us. So the total of our expanding operations is \$558,381.

36
37 This is a breakout as well, it was asked what is in your services. So we took
38 by department and then you'll see the yellow at the bottom is the grand total.
39 So the cost of living adjustment, you'll see there is \$63,585. The FICA,
40 PERA, retire, that's \$120,000. Health and dental benefits, you'll see the
41 total is \$62,422. And then the minimum wage increase is that total \$82,000.
42 So add those all up and it's \$328,492. The last column is the vacancy
43 reduction. So how we were figuring the vacancy reduction in the past is we
44 took a percentage of monies away. And that's not how the City does this,
45 the City requested that we do it per person or per position, so that's what
46 we switched to. When I looked at the vacancies, the medical, we have a

1 basically a vacancy rate of one, historically the veterinarian position has but
2 very difficult to fill. However, we do have one person in that, that we are
3 currently looking at. So I feel very hesitant in funding it at like 50% because
4 if we do hire this individual, then we want to have that money there. So
5 speaking with our program manager we're going to fund that vacancy at
6 75%. With salary savings I'm sure we'll be able to make up that rest of 25%.
7 Historically, that hasn't been an issue.

8
9 Kennel operations. There are, any given time there can be three positions
10 that are down. So we funded two full time positions at 50%, one part time
11 position at 50%. And admin services, that is the front office. We did one
12 full time position at 50% and we did one part time position at 50%. I believe
13 these will adequately show the vacancies for the center and more
14 adequately gives us that reduction rate. So that \$241,286 is applied to our
15 budget underneath salaries and savings. So basically, it's kind of a credit
16 that we add to it

17
18 This is another side that you're very familiar with, but we broke it out more.
19 So you'll see in yellow down there, five lines down total salaries and wages,
20 it's a change of \$568,795. So what's that makeup of? Well, you see the
21 staffing specialists there, the COLA, minimum wage, and then the remaining
22 is this living wage adjustment. Now, if you remember in March we gave
23 coworkers of ASCMV a significant wage adjustment, it's anywhere from 30
24 to 27%. We called it a living wage adjustment. This brought up wages to a
25 competitive rate that we're able to get and retain individuals. In March, the
26 Board asked me, how are you going to fund from March until the end of
27 June, and I said through salary savings. And we were able to do that without
28 any problems. Then the new budget was presented and we did not get that
29 budget that had this new living wage adjustment built into it. We rolled over
30 the fiscal year 2022 into 2023, which means I did not have that money in
31 the budget to cover. So that's what that living wage adjustment is, is
32 bringing us up to date to cover those wages of the \$362,000. So that makes
33 our total salaries and wages \$568,795 change. The total for it is
34 \$2,342,349.

35
36 The next line down, the FICA and the health and dental, we've already
37 covered those, just remember that again it goes off a percentage. And
38 when you increase like we did with the 3% salary wage, the minimum wage,
39 it goes up plus the 4% that the City said to plan on an increase to budget.
40 The fiscal year living wage adjustment, that's the same thing as the other
41 one, where when you increase individual salaries, then you have the
42 increase with the same, the PERA and the dental and the health because
43 again it goes by percentage. So that is what that \$97,324 is. So our total
44 benefits and deductions, it's a change or an adjustment from \$280,147. So
45 a total of \$919,389. Insurance is the next one down, it increased by \$8,500.
46 That is increased that the center pays on itself. So workers comp, that's the

1 one that you see in the finance where it says we pay it all at once. That's
2 what that is. The company told us that there's going to be an increased
3 percentage. That's what that is.
4

5 Minor equipment. And for the sake of this presentation, minor equipment is
6 everything that we're getting, some of it may fit into major, for instance if it's
7 over a \$5,000 purchase that goes into major but for the sake of the
8 presentation we just grouped everything together for ease. So the
9 autoclave was \$5,500. We had ETV and the computers that was \$18,500.
10 And it just goes up from there, continue. The community cat program is one
11 that the ASCMV Board requested to be put in. We were able to reduce that
12 number to I believe an adequate, and you saw that in the previous slides.
13 Originally that had the community program manager in it, it also had an
14 office assistant in it, also had a helpline in it. We were able to, I feel that
15 between the community cat program manager and our front office staff we'll
16 be able to absorb those questions that are going to be coming in. Because
17 historically we have not had a lot of questions coming in. Granted, we
18 haven't had the education out there in the public about it. But we were able
19 to reduce some of those costs, get that down \$133,000. And then other,
20 we don't have a line item called other. That is just everything else that we
21 asked for, for instance what's in there is an extra \$24,000 for utilities
22 because we took what we had at the old center and we duplicated it for the
23 new center. Water is another one, about \$16,000 for water. So basic
24 utilities there. For the other small increments like the volunteer has a \$3,000
25 budget for education, just small things like that, that were all added together.
26 That made that change, the \$77,275. So of all total expenses we're looking
27 at a budget of \$4.969 million, so \$4,969,098, it's a change of \$1,098,575.
28

29 Now to help take these costs down a little bit, you can see here we have
30 revenues increases and decreases. Now the third line down is pet licenses.
31 We no longer do pet licenses. That's an ordinance change. So that's some
32 revenue that was lost. You see there \$14,000. So the County and the City
33 both do the \$1.75 million. And our Animal Shelter Services, that's actually
34 our owner surrender fees are \$6,400. When I looked at our intake, I noticed
35 that the third highest form of intake is our owner surrenders. If you recall,
36 we used to not charge anything, then it increased, we put it to \$20, I'm going
37 from \$20 to \$35 to help. I would like to go from \$20 to \$35 to help reduce
38 some of those costs. That gives us an extra \$6,000 that we're able to do.
39 Not only that but it also places some more responsibility on the individual.
40 Now, if the individual comes and says, "Absolutely, I don't have it," we're
41 not going to say, no, we're going to take the animal as always. We always
42 ask how much money do you have. But from our last year's numbers when
43 we looked at it, we were good in saying we'd get at least \$6,000 extra. And
44 then also put in from our balance trailer, from our fund balance \$200,000.
45 And that will reduce the ask to the City's. So in all when you look at the next
46 slide, this is just a quick recap of proposal expenses is \$4,969,099, you take

1 what revenue we normally get, the \$362,134, that has the increased \$6,000
2 in it. You take the fund balance transfer that we can put in to lower the ask,
3 that is a total contribution from the ASCMV of \$562,134. So you subtract
4 that from the \$4.9 million, that gives you the \$4.406 million that's needed
5 from the City and County. And that makes the below there the \$2.203
6 million for the City and County contributions is the final ask. And I'll answer
7 any questions you may have.
8

9 Sanchez: Thank you Mr. Thacker. Councilor Corran.

10
11 Corran: Thank you. Thank you for this more dated. Although you know we've
12 shifted from like an easy blow just slightly harder blow I feel in the
13 transitional period. But I think I appreciate it. And I also just wanted to
14 follow up on a few things, in particular related to the community cat program.
15 We are due, the City and perhaps the County I'm not sure, I think most
16 municipal jurisdictions are due money from the state pet food related
17 settlement that the New Mexico Department of Agriculture is holding on to
18 and not distributing to any localities, as they are supposed to be doing.
19 We've asked our legal department to follow up on this because there's
20 actually a lawsuit I think against them to try to get them to release the money
21 from the state. And I don't know exactly how much that is. But the
22 community cat program total sounds close to what I think we were imagining
23 might be part of that. So I say that not to soften the blow but in hopes that
24 that actual part will be carved out and covered potentially by that funding or
25 a combination of that funding and other places. So that doesn't really help
26 our conversation necessarily here today except to say I'm hopeful that
27 within the next year that money will actually shake loose and be provided
28 and we can use some of it to supplement these activities, I hope. I don't
29 know.
30

31 Thacker: And also to mention we're always searching for grants and grants are
32 always going to be looking for. And for instance just last week we did the
33 was \$2,400 or \$2,800 for the grant for two of my staff to go do training. I
34 mean those small ones, yes they're small, but it will also free up funding that
35 will go into our fund balance or also be used for other items. So it's a
36 continual process, grants are.
37

38 Sanchez: Thank you Councilor. No, and I think it's a valid point because I think when
39 I'm looking at this kind of the meat and potatoes of this budget increase is
40 real the salary increases, the benefit increases. So I know that's going to
41 be recurring expenses. And so you know I think going on in the back of my
42 mind is you know is there a way to minimize the blow even this fiscal year
43 so that you know then when we go into the next you know fiscal year we
44 have that, just kind of a more gradual growth to what we're growing into our
45 budget. But I know what you're saying like I said, we don't have, that's not

1 money that we have at the moment in our hand. But thank you for bringing
2 that point up. Are there any other questions? Mayor Pro Tem.
3
4 Gandara: Thank you. Thank you Clint for putting this together, going back and doing
5 what, I know we've met a couple of times since then. I'm just trying to adjust
6 and give the Board what they're asking for. The \$200,000 fund balance
7 transfer, does that include, we talked about the past Board's direction in
8 ensuring that you have the 1/12th, the 1/8th,
9
10 Thacker: So that is part of our ...
11
12 Gandara: is that what that is?
13
14 Thacker: Well, the fund balance is that, the 1/12th.
15
16 Gandara: Yes.
17
18 Thacker: Yes.
19
20 Gandara: Yes.
21
22 Thacker: But that's part of the discussion we need to have today. If we agree with
23 that we need to have the 1/12th, and that's something we need to look at if
24 the 1/12th will be there after I do the \$200,000. Projection-wise we think it
25 will be. Because that's \$200,000 that we would be able to use. But if the
26 Board says no, we don't have to do a 1/12th, that we can use it as needed,
27 then we'll for sure have that \$200,000.
28
29 Gandara: Okay. I just want to honor you know the past Board's, we can't, every, so
30 we have to plan for this. I think it's important that we have it, the 1/12th, and
31 I think vacillating from that year to year is not good fiscal responsibility when
32 a board has decided this is the 1/12th. And we're going to continue to do
33 that. I know, and so I'll say that. The other is, did you change it?
34
35 Thacker: Which one ma'am?
36
37 Gandara: Move back to slide the previous, yes, maybe the one before that. Yes, that
38 one. The minimum wage increase from \$14 an hour to \$15 an hour. How
39 many employees does that include?
40
41 Thacker: It is roughly, if I remember correctly, it's like 31, I want to say. Our largest
42 is in the kennels. We have such a high turnover in the kennels we're
43 continuing hiring at \$14 an hour.
44
45 Gandara: And what is the vacancy rate at the kennel portion of your?
46

1 Thacker: Inside the kennel. Well, currently we have ...
2
3 Gandara: What do you, what should you have and what you have currently.
4
5 Thacker: We currently have, if I remember right, we have three full time and one part
6 time open. And the reason why I'm hesitant to say is because just yesterday
7 we had somebody move from full time to part time. I mean it's constantly
8 changing. But I don't know the number of employees directly in the kennel
9 department, but I can get that for you.
10
11 Gandara: Okay. I think that's important. So you're thinking it's about 31 employees
12 that we're looking at.
13
14 Thacker: Throughout the entire ASCMV.
15
16 Gandara: Throughout the entire ASCMV.
17
18 Thacker: Yes ma'am.
19
20 Gandara: Okay. Okay. And let's see what other questions. Remind me your current
21 vacancy.
22
23 Thacker: Current vacancy is approximately 20%.
24
25 Gandara: Okay. And I caught the tail end of the discussion. Sorry, I was late. I had
26 a phone call and it just got me here, detained me. So I got the tail end of
27 the conversation about that you were, around vacancies and how are you,
28 the 75%, that whole veterinarian component and you're 50% of the, you're
29 planning for 50% full time, part time. Can you just go over that just one
30 more time?
31
32 Thacker: Absolutely.
33
34 Gandara: Thank you.
35
36 Thacker: So this vacancy reduction, the pink column on the very end, we did in the
37 medical department historically the position that's only been vacant there is
38 the veterinarian position. Speaking with the medical director, we're very
39 hesitant that funding at 50% or even less, we did not want to go that low.
40 Especially because we have somebody that has applied that's of interest to
41 us. So we are funding that at 75%.
42
43 Gandara: Okay.
44
45 Thacker: For that. And then the kennel operations, we look at that and historically,
46 when I looked we were about three positions. Usually we're open average

1 throughout the year, so we took two full time positions funded them at 50%,
2 and we did one part time position at 50%. And then the admin services,
3 which is the front office, we did that at one full time position of 50% and one
4 part time position of 50%.
5
6 Gandara: Okay. Okay.
7
8 Thacker: It's far less money than what was done in our last one but we did go with
9 the City and do by position.
10
11 Gandara: Okay. All right. And then I'm curious about the statement you made it
12 regarding the other specific to the bills, like the electric bills, that you know
13 those things, the energy and duplicating it for the new center. The new
14 center has, if I'm not mistaken, we're energy efficient. We have solar in
15 there and I don't know that that's accurate. So talk to me about why you
16 doubled that.
17
18 Thacker: So we do not know how much it's going to be to run that building. We have
19 bills in it, or we have invoices from El Paso Electric. That's not our usage.
20 That's just people in there. So to be safe and cautious, we duplicated what
21 our existing bill is at the original center, where we have some of the same
22 things of energy efficient lighting, we have lights that go on and off when
23 there's no motion in the existing center. But we don't have any solar. And
24 that's the big one. We don't know how much it's going to be to run that new
25 facility.
26
27 Gandara: For the new center.
28
29 Thacker: For the new facility.
30
31 Gandara: Okay.
32
33 Thacker: Yes ma'am.
34
35 Gandara: All right. Thank you. Those are my questions at this point.
36
37 Sanchez: Thank you Mayor Pro Tem. Mr. Macias, please go ahead.
38
39 Macias: I'm happy to wait if some of the other elected officials have questions.
40
41 Sanchez: No, I think you can proceed.
42
43 Macias: Thank you. So just a little bit more simplistic understanding. I did have
44 some conversations with Ms. Deleon, but prior to the last work session. So
45 what overall percentage increase in the budget that you're asking for? What
46 is the overall increase percentage-wise?

1
2 Thacker: Remember that, Mike? I'm going to defer that question to Mike Fuchini, our
3 budget analyst. I actually think there's a slide. Is it updated?
4
5 Macias: Is that what it is, the 17.2, although it's.
6
7 Thacker: I don't think it's updated one.
8
9 Macias: Yes, that seems more like it.
10
11 Thacker: 28%, 28.6%.
12
13 Macias: On the community cat with the additional spay and neuter, so are we looking
14 to substitute what the SNAP program is doing?
15
16 Thacker: No, we're not substituting. So they take their animals to us. And so the
17 reason why they like us is because we charge them less. So that \$96,000,
18 I don't, well I take that back, I don't know if SNAP even does feral cats. I
19 think they just do owned animals. That's something I could look into and
20 get back to you on that.
21
22 Macias: Okay. So, again, what does that cost necessarily cover, the \$96,000 if
23 they're bringing them to the shelter to be spayed and neutered.
24
25 Thacker: So that covers our veterinarian fee. It also covers vaccines, microchip, and
26 all heart items needed for the surgery. So the surgery pack, the
27 disposables, all the medicine given.
28
29 Macias: And that activity doesn't occur now if a feral cat comes in, besides being
30 microchipped, they're not spayed or neutered.
31
32 Thacker: Yes, they are.
33
34 Macias: So that's already incorporated into the budget, so why the additional
35 \$96,000?
36
37 Thacker: Because as for right now we're absorbing what happens with the community
38 cats for Doña Ana County and the City. So this would give us an actual
39 budget that we could use just for feral cats. So I'm using the same budget
40 for adoptable animals as I am for the feral animals or the community cat
41 program. So if you were to ask me, how much money are you doing for
42 community cats? I could not answer that question with a high degree of
43 certainty, because I don't have any line items or spending tracking for that.
44 But if I did, if I had this \$96,000, I could tell you what that would be because
45 they would be pointed or spent out of that amount.
46

1 Macias: Although you would be able to do that now just with an accounting change
2 or dividing up a smaller portion of the current budget that you have.
3
4 Thacker: That's correct.
5
6 Macias: You see how long it would take you to spend, say \$20,000 versus \$96,000.
7
8 Thacker: It could, but that would be money taken away from our adoption program,
9 sterilizations, return to owner sterilizations, rescue sterilizations, as well.
10
11 Macias: And your current amount for that effort is what?
12
13 Thacker: I don't have an exact amount for that budget, but I can get it for you.
14
15 Macias: So have you run short in that line item this current year.
16
17 Thacker: This current year projected, we will not because everything is, like I said we
18 put everything into that line item. When I say everything that means any of
19 our extra go into that line item.
20
21 Macias: So some of that money, even this year, could be used to identify the
22 percentage dedicated to feral animals or feral cats.
23
24 Thacker: It could.
25
26 Macias: So with even three months left in the fiscal year, and if you're anticipating
27 not using the entire amount, some of that right now could be separated into
28 different account and you could have at least 90 days' worth of a sense of
29 how much of a drawdown it's actually occurring and whether you can
30 incorporate that amount into next year and perhaps reduce that \$96,000.
31
32 Thacker: Yes, I mean anything's possible. I could. You bet.
33
34 Macias: Let's see, there was I think the last conversation that I had, there was an
35 indication that you have at least a couple of positions that haven't been filled
36 at all this year. Is that correct?
37
38 Thacker: That is correct.
39
40 Macias: And there wasn't any discussion about reclassifying one of those positions
41 to your human resources specialist?
42
43 Thacker: No, because there's, again between Munis and our actual records, Munis is
44 the program that the City uses. There's some discrepancies on what's
45 available and what's not. So there's for instance a records clerk on the
46 Munis books, but Bernice, our operations director, does all the records, the

1 for the recordkeeping, the records requests. We didn't feel like that was a
2 full time job that was needed. So it may show that one's vacant, and it's
3 been funded but it's actually not a position. Another one is an animal
4 transport. And again that is, we reclassified that one a while ago as an
5 animal care specialist. And that's the (*inaudible*) are getting fixed and
6 completed. So all of them are. And that should be in talking to Bernie that
7 should be done this week as we had a meeting with the City to explain why
8 they were there and why not reclassified as needed.
9

10 Macias: So can you go to that slide that shows the total amount that you're asking
11 from each institution? So where is the breakdown for each?
12

13 Sanchez: At the bottom, County Manager.
14

15 Macias: The \$2.2 million. So that's an increase for each institution of ...
16

17 Sanchez: Sorry, that wouldn't be the increase. Sorry, the increase I think is in the
18 previous slide.
19

20 Thacker: Yes. \$453,000 is the increase.
21

22 Sanchez: And the \$2.2 million would be the ask for the fiscal year.
23

24 Macias: Thank you, Mr. Chair.
25

26 Sanchez: Is that all? Do you have additional questions County Manager?
27

28 Macias: No, not questions.
29

30 Sanchez: Okay.
31

32 Macias: I have to express a concern that certainly at the County level, I don't know,
33 I always hear that the City also has to deal with certain financial limitations.
34 I don't anticipate that we're going to be able to give any of our departments
35 a 28% increase going into the next fiscal year. So I have to express a few
36 concerns about you know keeping it more in the 15% range.
37

38 Sanchez: Thank you County Manager Macias. Clint. I know, you know, and maybe
39 this is an oversimplification in the way that I'm seeing the numbers. So the
40 \$200,000 balance transfer that we're looking at essentially covers, if you
41 were to go back to slide six, essentially your insurance, minor equipment,
42 community cat program, other. I know this is not an exact, but ballpark
43 figure, your fund transfer covers all those items at the bottom. And so really
44 at the end of the day I think where we're taking the majority of this budget
45 adjustment or sorry, the increase in budget, is salaries and benefits. And
46 then the only difference is that staffing specialist. If there was a way, and I

1 don't know, just thinking, I think as the County Manager had noted at least
2 having some concerns and maybe how to reduce the impact for this fiscal
3 year. Is there any way we might be able to look at phasing in some of the
4 benefits? I don't know that there's any other way that we can adjust this
5 budget because I think at the end of the day this is kind of where the ask is,
6 is salaries and benefits. At least what I'm looking at it, and I get it, this is an
7 oversimplification maybe. But is there any way that we might be able to
8 minimize that impact in this fiscal year, and then maybe plan it out over the
9 next couple of years?

10
11 Thacker: Yes, definitely. I mean, we could do a 1.5% salary or COLA increase this
12 year and another 1.5% next year. Minimum wage, we could do \$14.50 this
13 year and another \$0.50 the next year. I mean, yes we can phase things in
14 Absolutely. The big one that I have is we've got to bridge that gap for the
15 living wage adjustment that I did.

16
17 Sanchez: And that's almost like half of ...

18
19 Thacker: Yes.

20
21 Sanchez: Okay.

22
23 Thacker: So we can for sure run those numbers and let you know. I'm concerned
24 about doing that with the health, the FICA, because those were
25 recommendations from the City. Those will go down as we adjust the
26 salaries, but not very much.

27
28 Sanchez: Okay.

29
30 Thacker: Would you like me to do that?

31
32 Sanchez: I guess I'd be curious to understand and see. I think I'm kind of worried
33 though that given, like what you're saying if the benefits don't come down
34 an equal amount, which I also can understand, I just, you know, I'd be
35 curious to see what the impact could be. But I don't know, that's just me, I
36 don't know what the other Board Members.

37
38 Thacker: Another thing we could do is we could look at increasing our revenues. And
39 that would mean increasing our prices for things, which has been a
40 hesitation for the Board always, and I agree. Another thing we could do is
41 increase access to the fund balance, that's something we want to do as
42 well.

43
44 Sanchez: Just on that note, and I don't recall if, I'm sure we probably have had a
45 presentation on this, and I just don't recall at the moment, but when we had
46 those changes in fees, did we see any impact on surrenders or even just

1 the different, I mean I know you did the adoption fees as well and you have
2 plenty of specials as we go through the year. But have we seen an impact
3 in terms of outside of COVID, but adoptions, owner surrenders, have we
4 seen anything drop off because of those fees increasing?
5

6 Thacker: No. We have not. So the big concern was people are just going to abandon
7 their animals, you know when we raised it to \$20. And there hasn't been a
8 problem at all. In fact, the majority of the time, the biggest problem is, is
9 when we do what's called a scheduled intake, when we say you can't bring
10 your animal in right now, let's make an appointment to bring it in and we can
11 talk about it. That's the biggest issue. The fees are a problem. In fact, I
12 talked to somebody yesterday who was trying to adopt and they wanted to
13 know how much the adoption was and I said well for this animal it's already
14 sterilized, already vaccinated, everything, it's going to be \$25 with our
15 special. And they're like, wow, I expected \$150. So I think the expectation
16 out there is that it's lower.
17

18 Sanchez: Okay. And I think you know I think when you look at slide seven though I
19 don't know that we can increase the revenues in that, on paper will you
20 know, bridge some of that gap. But I just don't see, you know even with the
21 increase, I don't know that we're going to make up a significant portion of
22 what we're looking at. And I'm not against it, I just think realistically though
23 I don't think we're going to again ...
24

25 Thacker: It would have to be a significant increase.
26

27 Sanchez: Okay.
28

29 Thacker: I like the fact of you know trying to ease into things. If the Board would like
30 I can take number six, slide six, and Mike can work the numbers and reduce
31 those down, and I can send slide six to the Board and see what that bottom
32 line would be.
33

34 Sanchez: I'd be curious to see it.
35

36 Thacker: Okay.
37

38 Sanchez: Okay. Mayor Pro Tem Gandara.
39

40 Gandara: Thank you. Thank you. Yes, I would agree to that as well, as much as it
41 pains me to not be able to do it almost immediately this next budget cycle,
42 because I think living wage is, as we're calling it, is such an important aspect
43 and priority for me as it relates to our staff and the well-being and I know
44 that's a piece of it, especially in really difficult positions like the ones that
45 you have an animal services. But I think if we look at it, let's see what it
46 looks like, I'm also on the fence related to the staffing specialist. I really

1 want, and what I would recommend that we do is take the next six months
2 to really analyze every single position that you have and relate it to what do
3 we really need, and how can we really utilize what we have currently. And
4 being in that meeting on Friday was eye opening to me you know quite
5 frankly, because I know that there's positions that have been, older
6 positions on the books for some time that hopefully we have been budgeting
7 for. But I'm questioning if we have really in the past been doing it like we
8 should be doing it and preparing for those in the event that we do. So for
9 example that old records position that's been vacant for probably as long as
10 I've been, if not longer, vacant on the rolls. It's something that I think that I
11 would like you and Bernice and your analysts to really look at. And be as
12 efficient as you can with those positions. And until I see that is when I'll start
13 to feel - and I know the reasoning behind the specialist position, I
14 understand it would be helpful to you, and probably in the way by which to
15 expedite positions frankly much quicker that we have had in the past. But I
16 feel like there needs to be some analysis and assessments of the positions
17 currently. And then maybe we can reconsider this position in the future.
18 That's sort of where I'm at this point.

19
20 Unfortunately, Clint, I know that you don't want to hear that. But I feel like I
21 don't still have a good handle on the positions and what you need related to
22 the new center. I'm hoping that we're prepared for that. Because I think,
23 and I also feel like if I heard you correctly there is a veterinarian out there
24 that maybe is interested in coming and providing service to the center and
25 I think that's going to be a game changer for us.

26
27 I also want to reexamine the amounts of the various services that we offer.
28 I do feel like we have to hold our folks more accountable for the owner
29 surrenders, like the owners and when they come and want to adopt, I think
30 we have been also rather low but I also feel that we make it actually very
31 easy for folks to surrender their animals and I know there are very specific
32 reasons why people do that, and we want to be cognizant of that and always
33 balancing, you know we don't want animals to be abused and neglected
34 and find more animals out in the desert, that sort of thing. But I also think
35 you know we try to be all things to all people and that is the rub for me. And
36 so I want us to reexamine the pricing on the various services as well. That's
37 it. Thank you.

38
39 Thacker: I would like to note that we did talk with the City HR director, and she is
40 talking with the consult company that, I forgot the name of the company,
41 anyways they come and they do position assessments for the City. And I
42 believe the City does it every other year, if I remember right. Anyways,
43 she's talking to them about how much they would charge to do a complete
44 position assessment for us. And an e-mail exchange just happened I think
45 last Monday, so not the one Monday but the Monday before, and she's
46 talking with legal to see if they can use the current contract with the City so

1 we could utilize it to go with them. So there is all that talk on the horizon of
2 what we're doing.
3
4 Sanchez: Okay. Thank you Mayor Pro Tem. Thank you, Clint. Are there any other
5 questions, comments on the budget?
6
7 Schaljo-Hernandez: I do have a question based on the fees. Do we have our fees listed
8 on the website?
9
10 Thacker: We should, yes.
11
12 Schaljo-Hernandez: I can't find them. I am currently on there. So we do adoption fee.
13 We do an owner surrender fee. What other fees do we have? I did find the
14 Doña Ana County license fees on the website but what other fees do we
15 have?
16
17 Thacker: We have, let's see owner surrender fee, adoption fee, my mind's totally
18 gone blank.
19
20 Gandara: Vaccination.
21
22 Thacker: Yes we charge for vaccines.
23
24 Gandara: Spay and neuter.
25
26 Thacker: We don't do spay and neuter for the general public. We do it through SNAP.
27 So the general public can go to SNAP and they pay SNAP those fees and
28 then we charge SNAP. So that's something we could do is increase how
29 much we charge SNAP for those. So some of this obviously needs to be
30 updated. You guys don't do licensing anymore. Well, that's something I
31 can look more into for you and get back.
32
33 Sanchez: Okay. Thank you, Commissioner. Is there any other questions you had?
34 Okay. Mayor Pro Tem Gandara.
35
36 Gandara: Sorry. I just want to, what's next steps because we got very tight deadlines
37 for both City and County. What do you want Clint to do the analysis, the
38 changes and then bring it back to our ...
39
40 Sanchez: April meeting.
41
42 Gandara: April meeting.
43
44 Sanchez: I think that was, I'd like to see that. I think if we're going to vote on the April
45 meeting I think at this point I think we can do that where we have the current
46 budget, if you run the numbers then we can amend during that meeting if

1 we want to go with the proposed like a step plan. But I think we should be
2 able to at least in the meantime, be able to see the numbers. And then we
3 can vote on it either way, either direction during the April meeting, could we
4 not?
5

6 Thacker: I'm going to talk for Mike Fuchini, our budget analyst. I'm going to say we
7 can get this to you by Monday, you know by scaling things in and we can
8 see what that change is. We can send it out on Monday. I can get feedback
9 from the Board and then we can go from there. I think it's kind of where
10 we're at, because I don't want to bring a brand new budget to you on the
11 April Board meeting and have more feedback and then try to fit it in before
12 May when the City finalizes.
13

14 Sanchez: No, absolutely. I think we're at that point where it's just I think if we have a
15 couple of options from what we're discussing today, at least I think that's, if
16 I'm, if no one is opposed I think that's where, if we can have it on Monday
17 and we can get an idea when we can put it on the agenda as.
18

19 Thacker: I can also ...
20

21 Sanchez: Preside.
22

23 Thacker: I can provide a bare bones, this is what we need to survive budget for you.
24 And I mean it won't include community cat, it won't include salary increases,
25 it won't include, I mean what we need to operate, we can operate.
26

27 Sanchez: I don't think we need.
28

29 Gandara: No, I don't think we're ...
30

31 Sanchez: I'm sorry. Go ahead Mayor Pro Tem.
32

33 Gandara: I don't think we're asking for the barebones.
34

35 Thacker: Okay.
36

37 Gandara: I don't Clint. I know it's frustrating. It's frustrating to me, we've been starting,
38 we've been talking about this for some time. My concern about that in
39 waiting till the end of the month is this is our third meeting, work session,
40 and I think hopefully, this is a lesson for all of us to start sooner rather than
41 later. And having these conversations that are executive, because you're
42 getting ready to provide presentation to the City and County that's
43 happening earlier in the month. Right? When are you, are you going
44 forward? I know the City is at our next work session, the sixth.
45

46 Thacker: The 10th.

1
2 Gandara: The 10th. And then I'm not sure if you're scheduled for that. But to me that
3 needs, we need to have decided that, what we're going to move and you
4 know that given the blessing of this Board as he moves through those
5 presentations with City and County. And it doesn't feel still that we're at that
6 point. So I don't know if it means meeting with executive after or sending
7 an e-mail to all of us and ...
8
9 Thacker: I think that's probably ...
10
11 Gandara: Kind of getting more of an informal blessing if you will before it gets to those
12 two entities as a whole. I'm not sure but I, or call another work session, right
13 to really.
14
15 Thacker: Tomorrow morning, 9:00 a.m..
16
17 Gandara: I can't do it 9:00. I can't do it at 9:00 a.m.
18
19 Sanchez: And Mayor Pro Tem I think one of the things, I think the only, I think you
20 know I'm not opposed to having you know a work session where we can, or
21 a special meeting where we approve the budget prior to this. I think my
22 only, where I was trying to tread lightly is if you were to informally take a poll
23 through you know yourself, I didn't want us to violate, have an open
24 meetings act violation, even though we wouldn't technically vote on it until
25 you know an actual meeting. But I think that's what I was trying to tread
26 lightly and figure out. I don't, I'm open to if we want to have another meeting,
27 I think we're almost there. I think we're basically there. I think we're just
28 trying to finesse the numbers and figure out how we can get it to fit into this
29 year's. And I agree with Mayor Pro Tem I don't think we're trying to, I don't
30 want to bear, I'm not looking at a barebones. I just think we're just trying to
31 figure out how we can get what we, you know I don't want to, we don't want
32 to survive. I think we want to try to continue to have some growth in the
33 ASCMV, but I think we're just trying to figure out how can we work within
34 our different jurisdictions budgets.
35
36 Thacker: Let me ask. If I sent this slide out, I said how does this look? Does a
37 response, and I send it out individually, does a response from an individual
38 says looks good? Is that violating anything? And then if I get enough, then
39 can I call either a special meeting or another work session and we can get
40 a blessing, so let us say and then I can do presentations.
41
42 Macias: Mr. Chairman.
43
44 Sanchez: County Manager Macias.
45
46 Macias: That would be referred to as a rolling quorum. And it is illegal.

1
2 Thacker: Okay.
3
4 Macias: Because you are in essence voting outside of a public scenario. But Mr.
5 Chairman, let me ask, let me just suggest, and I'm flexible on the
6 percentage, but I would ask that the increase be limited to no greater than
7 15%, and that Mr. Thacker have the latitude to decide where the scale back
8 occurs, and that he make that presentation to a work session. I mean you
9 can say 10%, you can say 17%. My sense is that 15% is really where we
10 should be looking at. It still gives opportunities to address the inequities in
11 compensation for the employees. It gives some degree of growth. But I
12 guess we have to give him some direction. Otherwise, then we go through
13 this again.
14
15 Sanchez: Sorry and I'm trying to ...
16
17 Macias: If we're not going to be specific to him or he shaves, that's real standard
18 practice in budgetary. You have everybody is going to have to give up
19 something, you're going to shave this down a certain percentage. But my
20 sense is giving a 15% increase is generous. It gives some latitude in
21 growth, and it gives Mr. Thacker the option as the director to work with his
22 staff to basically see where that's limited to. And then if that's the case, and
23 he keeps it there, and there's a vote right now to give him that direction,
24 then he can do that. And he can make those presentations to the City and
25 the County.
26
27 Sanchez: And Mr. Macias I think just doing some rough numbers here, I think we're
28 looking at what you're proposing a 15%, if my numbers are correct, would
29 be close to \$600,000 increase.
30
31 Macias: No 15% of the proposed increase that he's making now. Right now it's a
32 28.5% increase. If they showed me the right slide earlier, the proposal right
33 now is an overall increase of 28.5%. I'm suggesting that he scale it back
34 down to no greater than 15%. So yes, it's going to reduce it from 400,000
35 each to \$200,000 approximately.
36
37 Sanchez: And I'm looking, so if I go off the number, the \$3.87 million.
38
39 Macias: Can we go to that slide or is this the slide?
40
41 Sanchez: Right here. This is what I was looking at, what's on the screen now, slide
42 six. So the current fiscal year budget is \$3.87 million, a 15% increase, we'll
43 get put that up to \$4.45 million. That's a difference of \$580,000, which
44 would essentially be \$290,000 of an increase of contribution from the City
45 and the County. At least that's what I'm seeing if I'm just taking a 15%
46 increase over the \$3.87 million.

1
2 Schaljo-Hernandez: Chair. County Manager Macias. Does that include the \$200,000
3 fund transfer from the Animal Services Center into the proposed numbers?
4 Because if it does, then it would be \$200,000 per entity, if you include that
5 \$200,000 fund transfer.
6
7 Sanchez: I would think that would, if I understand the question I think that would
8 augment on top of that, right.
9
10 Schaljo-Hernandez: I don't believe that, is that where we were headed?
11
12 Macias: Excuse me. Just for clarification, the \$200,000 you have in an existing, in
13 fact it'll probably grow reserve.
14
15 Thacker: Yes sir.
16
17 Macias: And your budget analyst? What are you anticipating at the end of this fiscal
18 year, this current fiscal year? What will that reserve be?
19
20 Thacker: We're projecting approximately \$400,000.
21
22 Macias: In additional money, because you're at \$400,000 now.
23
24 Thacker: No, that's what we projected will be at the end is roughly about \$440,000.
25
26 Macias: Okay. So the \$200,000 is what? That's being discussed.
27
28 Thacker: Would come from that fund balance. So I would have roughly \$200,000 in
29 my fund balance.
30
31 Macias: Okay. But, again, Commissioner Schaljo-Hernandez and members of the
32 Bboard I had anticipated, I thought that you were asking each of the
33 institutions to contribute some additional money to put in the flooring at the
34 new facility. And so there was some discussion of taking that amount out
35 of your reserve.
36
37 Thacker: There was one, there was your e-mail that stated that and that was another
38 discussion we were going to have about the 1/12th here today. Because if
39 the Board wanted a 1/12th, then I would not be able to access my fund
40 balance, which would make it so I could not access that \$200,000. But if
41 they did not want to do it, then I could, for that money.
42
43 Macias: Can you go to the slide that shows a 28.5% increase, because that's what
44 I understood you're asking for or what was going to result from this current
45 request? Okay, so that's 28.6%. So whatever number that, and that reflects
46 the joint contribution from the City and the County.

1
2 Thacker: Mr. Macias. I don't know if that is an updated slide because it says \$4.88
3 million, that's why the slides hidden, is grayed out. So it's more like it's that
4 \$4.969 million is what.
5
6 Macias: Okay. So again, if you can give me a calculation of what percentage
7 increase you're asking for that has both City and the County contributing an
8 additional, let's see what's the difference between the \$1.775 million and
9 the \$2.206 million . So what percentage are you actually asking for?
10
11 Thacker: Well, it's \$453,483 is the adjustment.
12
13 Macias: The adjustment or the increase?
14
15 Thacker: Increase.
16
17 Macias: Increase per institution?
18
19 Thacker: Yes, yes, sir.
20
21 Macias: Okay, so let me see this.
22
23 Sanchez: The increase right now would be 20.4%.
24
25 Macias: And so I'm trying to give as much flexibility Mr. Chairman, if that's the case,
26 if it's 28.4%, to cap it at 15%, and allow the director to determine the internal
27 priorities.
28
29 Sanchez: So let me ask this County Manager Macias, are we talking 15%? Maybe I'll
30 split in here but are we talking, when we're looking at 15% are we looking
31 at a 15% increase ...
32
33 Macias: In the contribution.
34
35 Sanchez: In the contribution.
36
37 Macias: The additional contribution that both the City and the County would make,
38 which means that the overall budget number would go up, would go down.
39 He has to reduce 13% of his new request. And I think that still builds in
40 some flexibility, but makes the ask a little bit more reasonable and more in
41 line with what potentially City and County departments may be in line for.
42
43 Sanchez: Okay, because I think, depending on the numbers, depending on where we
44 go, if we're looking at a 15% increase of the current contributions that would
45 take the contribution from the City and the County from \$1.75 million to
46 \$2.012 million, so just, it ends up being \$262,000 increase.

1
2 If I took a 15% increase on the overall budget, that would be an additional
3 \$28,000 from the City and the County, which would actually take it up to
4 \$290,000. The reason I'm, maybe I'm splitting hairs, but this is just, if you'll
5 follow me for a second, if we're looking at a 3.8, looking at the previous
6 year's budget, go up to 15%, that's \$4.45 million, which would necessitate
7 ... And if we were to then take that \$200,000 fund transfer, that would then
8 take you to \$4.65 million. And that would leave us about \$300,000 short of
9 what you're asking, Clint. And I know that's not the same numbers that, it's
10 a little, I think what my calculation there is a little more than what the County
11 Manager has suggested, but not much more. And I don't know what the,
12 why you say when, if we phased in the increase of benefits and wages. And
13 if say for example we didn't include the staffing specialist in this budget,
14 where would that take us to? I think that would be a question. And if we
15 can bridge that gap.

16
17 Macias: Again, Mr. Chairman, I think the original proposal, I don't have the
18 documents in front of me, was each institution was going to contribute
19 perhaps another \$100,000-plus, but at the low end rather than closer to
20 \$200,000. So what I'm suggesting is that each institution is able to
21 contribute \$200,000-plus, and that Mr. Thacker be given the opportunity to
22 basically determine how he integrates or how he reduces his request to that
23 15%. I'm trying to make it as simple as possible, but yet understanding that
24 we're going to give him more money, or the institutions are going to give
25 him more money than what was originally intended. It'll allow that \$15 per
26 hour, it'll incorporate some additional movement. And it keeps it within the
27 realm of where City and County departments are going to be. That's the
28 concern I have is to have to go back and tell County government or our
29 departments you have to stay in line within a certain level. I am concerned
30 about what I'm seeing in the trend of gross receipts tax reduction. I think
31 we need to be on the conservative end. But then again we always have the
32 opportunity to come back midyear, next December, January, and basically
33 look to see if there's any additional capacity for support, and that the
34 administrator delays certain decisions till we have a better sense of the
35 revenues for next year. And it's more in line with what I think the City and
36 the County are going to be doing. So I am asking, it's basically reducing
37 the what you calculated at 28.4% down to 15%,. or a drop in basically 13%
38 of what he's currently asking for, in terms of the increase.

39
40 Sanchez: Thank you County Manager Macias. Yes. Mayor Pro Tem.

41
42 Gandara: Sorry.

43
44 Sanchez: I think it's good that we're having this. I think I know we're getting down into
45 the details but I think it's good to have this discussion. So please, go ahead.
46

1 Gandara: I appreciate the information that both you and County Manager Macias have
2 provided. I do want to give you the latitude Clint, I think that's important. I
3 also think you're very aware of what the public's priority is. I don't want us
4 to forget that community cat program, they've been very clear with the
5 Board, Council. I don't know what happens in County meetings but they've
6 been very clear and I want it, so if I could just put a plug for that community
7 cat program. But also, I think it's very important to ensure we have the
8 money to complete the portion of the new building that they had to value at,
9 right, the cemented area that's going to provide a safety net for you all.
10 Because over time that will come back and bite us if we don't get that done.
11 And that's really what's hanging over our head at this point. I think we would
12 all agree we want you to be fiscally responsible, have the 1/12th. You don't,
13 but I don't know, and I want you to work towards that. I don't want us to be
14 changing, like I said, because of, you know what's happening. But I just
15 want to say those two things are priority for me to add to your decision
16 making. Thank you.
17

18 Sanchez: Thank you Mayor Pro Tem Gandara. So just so that way we can make sure
19 that we've got a consensus for Clint, is that we've given him at lease for a
20 target to shoot for is that 15% increase without the balance transfer. Is there
21 any opposition to that or?
22

23 Macias: Yes, it would be without the balance transfer.
24

25 Sanchez: Okay.
26

27 Macias: Because that balance transfer, honestly, if we're going to upgrade the
28 current facility, he's going to have to draw down some of those reserves.
29

30 Thacker: Yes. If I'm going to use my fund balance to do that project of \$350,000, I
31 have to use my fund balance.
32

33 Sanchez: Okay. So I guess if we can, and so then I guess the next question would
34 be from the Board, do we want to meet again or just have Clint kind of come
35 up with seeing what he can do to get close to this 15% increase? I guess
36 my question is do we want to meet again here in the next couple of weeks
37 to ensure that we I guess give a vote on this budget.
38

39 Thacker: I think we need to do a special meeting.
40

41 Sanchez: Okay.
42

43 Thacker: And I'll get that scheduled with everybody.
44

45 Sanchez: Okay.
46

1 Schaljo-Hernandez: If it's a special meeting, does that mean that we'll be taking a vote
2 on the budget as presented at that time?
3

4 Sanchez: Yes, I think that's the intent. And then that way then we can follow up with,
5 then Clint can come and give that presentation to both the City Council and
6 the County Commission as well with an approved budget from the Board.
7

8 Schaljo-Hernandez: I think that's right. I agree.
9

10 Sanchez: Okay. Okay.
11

12 Macias: Mr. Chair. Forgive me, it was hopefully the intent to try to take a vote now
13 and that way, you don't have to come back for a meeting and give Mr.
14 Thacker the latitude to make a determination in terms of the areas that will
15 be reduced.
16

17 Sanchez: I think the only problem is that the way it's a noticed on the agenda is that
18 it's a discussion item and that's it.
19

20 Macias: Oh, I see. I think I was ...
21

22 Thacker: Can't vote.
23

24 Macias: What I was told is that it was budget ...
25

26 Sanchez: I think I had also I think anticipated that we were going to be able to vote
27 and I think when we saw that it was a discussion. I think if, yes, I think that's
28 my only hesitation because of the way it's noticed on the agenda, we
29 wouldn't be able to take an actual action on this at this moment. We'd have
30 to come back as a work session and give that blessing in the end. Mayor
31 Pro Tem
32

33 Gandara: Do you want to have a special session that the budget that he will present
34 to us will be voted on so that we go ahead and move ...
35

36 Sanchez: Yes.
37

38 Gandara: Through the necessary. So make sure that it's noticed in that way Clint.
39

40 Thacker: Yes ma'am.
41

42 Gandara: And then I'll - make sure it's noticed that - I lost my train of thought I'm sorry.
43 And that way you can you know move through the necessary boards or
44 Council and Commission because there are others that will probably have
45 you know some questions and concerns about it.
46

1 Sanchez: Okay. Cool. Are we clear as mud?
2
3 Thacker: Absolutely. No. Sounds like what we're going to do is I'm going to update
4 the slides with staying or get to that 15%, and then send it out for information
5 only. Schedule another work session or another board meeting, will be a
6 special board meeting where we can vote on, and I'll present that budget
7 that was sent out.
8
9 Sanchez: Okay.
10
11 Thacker: Is that correct?
12
13 Gandara: Yes, I think Clint I would stay in close contact with Chair Sanchez and I as
14 the executive.
15
16 Thacker: Okay.
17
18 Gandara: So that we're completely aware and not blindsided with anything and just
19 be completely ready. That way we can offer some, I think we can do that
20 without it being a rolling quorum.
21
22 Sanchez: Correct. Yes.
23
24 Gandara: Offer some suggestions moving forward. We have a meeting coming up
25 anyway.
26
27 Sanchez: Yes.
28
29 Gandara: Okay. Thank you.
30
31 Sanchez: Okay.
32
33 Thacker: Thank you.
34
35 Sanchez: Now, we'll move on I guess to the 1/12th fund balance recommendation.
36
37 Thacker: I don't have a presentation. This is discussion. It sounds like it's agreed
38 from what I'm hearing about having a 1/12th for fiscal responsibility. I don't,
39 I will not be able to do that this year. But it's definitely something that each
40 year we keep in mind and have a goal towards.
41
42 Sanchez: Yes, I think it's important that we kind of get to that, to have that, that we
43 meet that requirement.
44
45 Thacker: So in the April Board meeting, we will have a resolution.
46

1 Sanchez: Okay.
2
3 Thacker: Because there was a resolution to do away with it. We'll do a resolution to
4 continue it. David Dollahon did a resolution to remove the 1/12th
5 requirement so we could access our fund balance to do some things at the
6 center.
7
8 Sanchez: Okay.
9
10 Thacker: Do we need or do you want a resolution to do the 1/12th?
11
12 Sanchez: Commissioner Schaljo-Hernandez.
13
14 Schaljo-Hernandez: After having this conversation today, I probably think that we should
15 wait on a resolution until we make sure that the funds are there. And once
16 the funds are there, because we're about to spend down the reserves for
17 the concrete pads. So I don't want to become fiscally responsible for a
18 1/12th come the next budget year because if we do a resolution wouldn't
19 we then be required to fund the 1/12th during the next budget
20
21 Sanchez: Could we theoretically in the resolution have a timeline on when we would
22 meet it? So then that way we wouldn't be tied necessarily to have to meet
23 it during this fiscal year, but if we had a timeline to meet it within the next
24 two or three.
25
26 Schaljo-Hernandez: So by fiscal year 2025 or 2026.
27
28 Sanchez: Yes.
29
30 Schaljo-Hernandez: We will.
31
32 Sanchez: Okay. I don't know. Just a thought and then I don't know if and when that
33 comes up during an audit we can say we're committed, it's on the radar.
34 We're trying to build this in in the future to make sure we're building this
35 reserve right now. I don't know, that's the way that I see it. And maybe I'm
36 wrong. County Manager Macias.
37
38 Mvs Mr. Chairman. You know, again, it's always a little bit awkward to have a
39 different perspective. I'm not one who even believes that there's a necessity
40 for a reserve. There's no legal necessity, I want to make sure that we're all
41 clear about that. It will never be an audit issue, because there is no
42 requirement for keeping the 1/12th. My sense has always been, because it
43 historically there is a building up of the amount of unspent money. I think
44 you'll see it at the end of this year. I think that Mr. Thacker is always
45 concerned about having money that will transition into the next fiscal year
46 so he's not short any. And I've always been more of an enthusiast for giving

1 him a higher percentage of the overall budget upfront, at the beginning of
2 the year. That way, in case they were low on their reserves at the end of
3 the prior fiscal year, then he has more than sufficient money to keep the
4 operation going at the beginning of the fiscal year, and doesn't have to worry
5 about was he able to maintain enough of a reserve that carried over. His
6 budget carries over. Whatever he doesn't spend, unlike the City
7 departments and County departments that automatically goes away from
8 that department into a larger reserve, Mr. Thacker has the luxury of carrying
9 over whatever monies he didn't spend. I think that that's more than
10 sufficient. I know that people have raised this issue about the reserve, but
11 it's not legally required.
12

13 Sanchez: I think I understand what your point of view County Manager Macias. I think
14 one of the concerns I have is that if they're at least having the reserve would
15 give the, I think because, I just (*inaudible*) because I think on some of say
16 the SCRTD for example, when they need additional funds, they do have to
17 come to the City or the County to make up those funds. But if we had that
18 balance, they would have that in their account that we would be able to use
19 or they would be able to have in the case there's an emergency or whatever.
20 But I'm open either way to which way, wherever the Board wants to do.
21 Should we, is there still a ... one for resolution. Just we'll wait off at this
22 point. Okay. I think that's the weight on.
23

24 Thacker: Okay.

25
26 Macias: And, Mr. Chairman, I mean, the fact is when they remove the reserve
27 requirement, all that happened is that the reserve grew. So nothing has
28 damaged the institution during this period of time that there hasn't been "
29 officially 1/12th." And I'm not even sure where the 1/12th comes from. I
30 think the City is to 2/12ths. The County is 3/12ths. So I don't even know
31 where the 1/12th comes from or how it how it really connects.
32

33 Sanchez: Okay. Thank you sir.

34
35 Thacker: The next question I have for you, in the special Board meeting we're going
36 to be having for the budget, do you want a resolution drafted that talks about
37 accessing the fund balance to pay for the concrete pads?
38

39 Sanchez: I'm getting, seeing nods here.

40
41 Thacker: Okay.

42
43 Sanchez: Okay. All right. Correct. Yes. Okay.
44

45 Thacker: I didn't hear what she said.
46

1 Sanchez: No, she was just saying, sorry. Mayor Pro Tem
2
3 Gandara: Chairman Sanchez. I think we need to do it, because it's holding up the
4 completion of that large project.
5
6 Thacker: Agreed. I didn't want to wait until the Board meeting at the end of the month.
7 I'd like to get it started. Because it's holding everything up ...
8
9 Gandara: Yes.
10
11 Thacker: It's holding completion of our dog play areas, it's holding everything.
12
13 Sanchez: Okay.
14
15 Gandara: It really is contingent upon that being done so that they could finish up the
16 rest of that area. So yes I agree, I think it needs to happen. Thank you.
17
18 Thacker: Thank you.

19
20 **IV. Adjournment (10:19 a.m.)**

21
22 Sanchez: All right. If there is no other comments on the budget, or the 1/12th
23 recommendation, I'll ask for a motion to adjourn.
24
25 Macias: I move that we adjourn Mr. Chairman.
26
27 Schaljo-Hernandez: Second.
28
29 Sanchez: We have a motion and a second to adjourn. If there are no objections, then
30 we'll call this meeting adjourned at 10:20 a.m. Thank you all for joining and
31 we'll see you soon.
32

33 **BOARD OF DIRECTORS**

34
35
36 _____
37 Manuel Sanchez, Chairperson

38
39 _____
40 Kasandra Gandara, Vice-Chair

41
42 _____
43 Becky Corran, Board Member
44
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Yvonne Flores, Board Member

Fernando Macias, Board Member

Christopher Schaljo-Hernandez, Board Member

Barbara DeLeon, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **April 7, 2023 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

- 7 Manuel Sanchez - Chairman
8 Kasandra Gandara - Vice-Chair (arrived 9:02)
9 Becky Corran - Board Member
10 Yvonne Flores - Board Member (arrived 9:06)
11 Fernando Macias - Board Member
12 Christopher Schaljo-Hernandez – Board Member
13 Barbara DeLeon - Ex-Officio Member

14
15 **BOARD MEMBERS ABSENT:**

- 16 Mary Lou Ward - Ex-Officio Member

17
18 **I. Pledge of Allegiance (9:00 a.m.):**

19
20 Sanchez: Good morning everybody. It's 9:01 a.m. on April 7, 2023. And we will be
21 calling this special Board meeting of the Animal Service Center of the
22 Mesilla Valley to order. And if you all would rise and join me in the Pledge
23 of Allegiance.

24
25 ALL STOOD FOR THE PLEDGE OF ALLEGIANCE.

26
27 Sanchez: Thank you.

28
29 **II. Determination of Quorum and Call to Order:**

30
31
32 Sanchez: And if we can call the roll please.

33
34 Baum: Board Member Deleon.

35
36 Deleon: Present

37
38 Baum: Board Member Ward is absent. Board Member Flores is absent. Board
39 Member Macias.

40
41 Macias: Present.

42
43 Baum: Board Member Corran.

44
45 Corran: Present.

1 Baum: Board Member Schaljo-Hernandez.

2

3 Schaljo-Hernandez: Present.

4

5 Baum: Board Member Gandara, absent.

6

7 Baum: Chair Sanchez.

8

9 Sanchez: Present, please.

10

11 Baum: You have a quorum.

12

13 Sanchez: Thank you.

14

15

16 III. Resolutions for Discussion

17

18 1. Resolution 2023-02: A Resolution to Accept the ASCMV FY24 Budget

19

20 Sanchez: All right, we'll move on to agenda item 3-1, which is Resolution 2023-02, A
21 Resolution to accept the ASCMV Fiscal Year 2024 budget. If I can get a
22 motion and a second to begin discussion.

23

24 Schaljo-Hernandez: Moved to begin session.

25

26 Sanchez: All right. I have a motion by Commissioner Schaljo-Hernandez:.

27

28 Corran: Seconded.

29

30 Sanchez: Second by Councilor Corran. Thank you. Mr. Thacker.

31

32 Thacker: Thank you. Clint Thacker, Executive Director, Animal Service Center. I
33 guess you guys could just pass it right now without seeing. Okay.

34

35 Sanchez: Well, it that was worth a shot, right?

36

37 Thacker: It was. As you know we're here at the special ASCMV Board meeting to talk
38 about the fiscal year 2024 budget and work on an approval. So as you see
39 this slide we have a 17% increase. We presented a 15% increase to the
40 executive committee on Tuesday, they made some requests to put some
41 money back in. When we did put those requests back in and brought it up
42 to 18%, and then me and medical director were able to whittle down some
43 monies in different places, we thought and think this is a solid place of
44 compromise and also growth that we have. So we're sitting at a \$4.534
45 million budget. It's a 17% increase.

46

1 You've seen this one before. This may be a little bit different than one that
2 was sent out to you for review, and all that's different is the breakdowns.
3 So salaries and wages, you'll see the 1.5% used to be 3%. So we reduced
4 that. Minimum wage increase used to be going to \$15, we reduce that to
5 \$14.50. And then we have the living wage adjustment that we went over in
6 previous work sessions, but just for review, this is when we did the living
7 wage increase for our staff in May of 2021. And then I used salary savings
8 to go from May until the end of June. And then we were supposed to have
9 - in our budget we proposed was going to have that living wage adjustment
10 added in, however that was not approved and we used the FY2022 budget
11 to rollover, which did not have a living wage adjustment in, so we need to
12 have that covered which is why you see that \$362,000. So total salaries
13 and wages \$2,231,906.

14
15 The next is the FICA, PERA, retire, health, etc. Those are done by as you
16 know percentages. So there was a slight increase in those just within the
17 industry. And then as well, it goes off percentage of how much the individual
18 employee makes. So with the 1.5% salary increase and the minimum wage
19 increase, that also caused it to go up, so that's why we have an increase of
20 \$157,000. Health and dental, this includes a 4% increase recommended
21 by the City to budget for, so we did that. It also includes when we looked at
22 our vacant positions, we noticed that they are not funded with any health
23 insurance. So when we looked and we talked with the City, the City says
24 that they fund vacant positions at a family rate. And when we looked at
25 ours, we saw that most of our employees fund at a personal rate or a one
26 person rate. So we funded those vacant positions, which is why there's a
27 little bit of increase there of \$84,000. We funded all of ours at individual
28 rate. The living wage adjustment is the same as the one above, but this
29 one has to do with health, dental, retire, workers comp, all that. So that's
30 the leftover from that is covered. So in all total benefits and deductions
31 increased \$241,000.

32
33 In our insurance, this is insurance for the center as a whole as a building.
34 Bernice was notified that there was going to be a slight increase so she was
35 able to talk with them and work that out to \$8,576 increase for the insurance.
36 Minor equipment is where we made some cuts. If you remember, we
37 requested an electronic terrain vehicle for \$9,000. That was cut out. We
38 did cut out the autoclave, that was about \$5,500. While it was
39 recommended to be replaced, we feel like we could make it last another
40 year. And if there is an issue, our medical director is sure that she can make
41 a purchase in the budget. Other of those some of the savings that we had
42 there in minor equipment was just a little bit here and there in each
43 department we were able to cut out. Community cat program, suffice it to
44 say we have \$105,000 for that. The next slide that we show will give you a
45 breakdown of that program. This is one of the places where the executive
46 committee wanted money put back in because we did cut some money out.

1 So you'll see that increase in the coming slide. And then other, we do not
2 have an other line item as you know, but that is just for the sake of this
3 presentation. Instead of listing all of them, we grouped everything else into
4 other. These are where we made some cuts, our supplies general, we also
5 took a little bit, so all of these reading is just a little bit out of each one. The
6 executive committee, we originally took out all travel and registration fees.
7 We took those out but the executive committee recognized the value of
8 having some monies there for training, as not only to learn more, but also
9 as a retention tool. So they requested money put in, so we put most of the
10 money back in, some we did not, about \$6,000 we kept out. But it still leaves
11 most departments fully funded for the travel. Some other items that we cut
12 out was again a little bit out of supplies general, a little bit out of uniforms
13 and safety repair, medical supplies just a little bit. We just kind of did
14 everything, scheduled overtime and standby pay we did cut, not a lot but
15 that was the majority of the \$128,000 that we cut out of there. So it just kind
16 of sliced you know where we felt comfortable and the managers felt we were
17 in line to be able to do so.

18
19 So that brings us down to an increase of \$662,977. The community cat this
20 is the program for it. The area we took out our money was from spay and
21 neuter surgeries. And this was again requested by the executive committee
22 to put the money back in, so we did. The community outreach is \$10,000.
23 This is the education arm of our community cat program. And it is much
24 needed. One of the most important parts. The crisis fund you see there is
25 for any injured cat, any injured TNR cat that comes to us and we can treat
26 for the safety of the animal and also safety for my staff. We have a little bit
27 there that can treat that.

28
29 This is our revenue. The top table you see there Doña Ana and City of Las
30 Cruces, you see the increase of \$298,184, that's the increase we're asking
31 for, it's a 17% increase from last year's ask. We lost some revenue with pet
32 licenses. We are increasing our owner surrender fee. I did find out that the
33 county charges an owner surrender fee and then a transport fee of \$50. So
34 I did not feel that \$35 coming back was a burden at all. So that will give us
35 an additional \$6,000. And then our fund balance transfer is \$75,000. That
36 is reduced from the \$200,000, which I presented earlier in our last work
37 session. That is because we were notified that the \$440,000 was a
38 projected amount based off of the revenue we get as a lump sum at the
39 beginning of the year from the City and the County. And that lump sum,
40 you know so our revenue was really high percentage-wise when we first
41 come in, and then it slowly goes down through the year because we play
42 catch up with that higher amount, so even each other out. So that fund
43 balance was depleted with, I believe it was \$136,000 we transferred out
44 earlier in the year for the security and the door items, door access that we
45 took out for the new center.

1 So there was no way I could do the concrete pad and \$200,000 here. So
2 we reduced that to \$75,000, but still we're right in where the executive
3 committee liked to see us. So the net operating revenue is \$662,977. Do
4 you remember that number, that is our expenses. So it's a balanced budget.
5 That's our expense increase that we're requesting as well.
6
7 So we're looking at a total increase of \$596,000 from budget year to budget
8 year, and that is a \$298,000 each ask from the City and County increase.
9 So we're looking at a 17% increase. I'll open up to any questions that you
10 may have.
11
12 Sanchez: Thank you Mr. Thacker. Are there any questions from the Board?
13
14 Schaljo-Hernandez: Mr. Chair.
15
16 Sanchez: Commissioner.
17
18 Schaljo-Hernandez: I have a question, Clint. When do you plan on implementing the fee
19 increase? Is it going to be at the fiscal year or are you going to implement
20 it sooner?
21
22 Thacker: I planned on doing it in July.
23
24 Schaljo-Hernandez: In July.
25
26 Schaljo-Hernandez: Okay. And let me just say I'm glad to see the community cat program
27 and they're funded as well. I think that's really important. But thank you,
28 Chair. And thank you, Clint, for your presentation today.
29
30 Thacker: Thank you.
31
32 Sanchez: Thank you Commissioner Schaljo-Hernandez. Are there other questions?
33
34 Flores: Good morning.
35
36 Sanchez: Councilor Flores.
37
38 Flores: I mean Good afternoon. I was praying this morning. It's Good Friday. Very
39 special day, especially for, well yes some of us. At any rate so when you -
40 you mentioned that there was a reduction in TNR or did I hear incorrectly?
41
42 Thacker: Reduction in funding.
43
44 Flores: Reduction in TNR? Yes, well in funding because that's what we're talking
45 about is money. So how is that going to affect the overall TNR, you know
46 the, being able to perform the TNR.

1
2 Sanchez: Councilor Flores. Would you mind raising your microphone just so that way,
3 it's? There you go. It just seems your voice was a little.
4
5 Flores: You want me to raise my voice.
6
7 Sanchez: Yes.
8
9 Flores: I can raise my voice.
10
11 Sanchez: Thank you.
12
13 Flores: So my question was, how is that ... pardon?
14
15 Gandara: You're a spitfire this morning.
16
17 Flores: I know, I don't know why. I had half a cup of coffee. And no, you know what
18 it was?
19
20 Gandara: Let me go get you some.
21
22 Flores: No, no. I don't need coffee. So my question was how the reduction in TNR
23 funds is going to affect doing the TNR on our cats, our dogs?
24
25 Thacker: It's a great question. Thank you for it. So to clarify, we've been through a
26 journey the last several, about a month or so. And community cat has been
27 with us the whole time. So what we did is originally it was a lot higher, it
28 was higher than \$105,000. But it included a community cat program
29 manager. So that was taken out because we've already have that position,
30 and we're going to be interviewing for that position this week. So that
31 doesn't need to be in the fiscal year 2024 budget, so we took that out of the
32 budget.
33
34 There was also an allotment for a front office assistant to answer calls and
35 field calls, but management felt that that could just be absorbed. We're
36 already doing it now, absorbed into the normal operations of our front office.
37 So that amount was taken out. There was also some money for a
38 population survey, it was like \$30,000 for a population survey. And while
39 that's important, we felt that at this time it was more important to prioritize
40 the surgery and the education portion of the program to get that in. So those
41 were a lot of the cuts that we did. We did cut surgeries, we cut them
42 significantly, about \$50,000 we cut them, but the executive committee
43 requested that we put that money back in. So we have the money. So in
44 reality the main part of the community cat program is not going to be injured,
45 or recessed, and that is the education and the surgeries. So those are still
46 going to be there and available.

1
2 Flores: As a follow up then you say that this will, so this is the prospective 2024 or,
3 and everything will be - all the funds that were taken out will be reflected in
4 the 2024 budget.
5
6 Thacker: Currently yes, that's where they are now.
7
8 Flores: Okay. Great. Thank you very much, Clint.
9
10 Thacker: Thank you.
11
12 Flores: Thank you, Mr. Chair.
13
14 Sanchez: Thank you, Councilor Flores. Mayor Pro Tem Gandara.
15
16 Gandara: Good morning. Thank you Clint for your work and your staffs' work. We
17 really appreciate this. I know we've been through a journey, that's a good
18 way to put it. And I want the public to know that we hear you loud and clear.
19 And it much of it for me was ensuring that we were increasing, right, our
20 community cat program, the surgery, the spay and neuter, whatever we can
21 do to educate the public, right, that in terms of what the Animal Services
22 Center mission is. These are the areas that they've been deeply concerned
23 about, along with the veterinarian. And I want folks to be clear that it's in
24 the queue. And Barbara, if you would help us navigate and really expedite,
25 I'm asking to expedite, apparently that application is an HR. And this to me
26 is one of the most important things that we get done sooner rather than
27 later. And so if we can do anything, it's to move that process expeditiously.
28 Because a lot of this is riding on that extra veterinarian. And that's one of
29 the things that the public has really admonished us on, even though we
30 have done quite a bit to advocate and to advertise and with incentives and
31 a number of things you know related to that.
32
33 So for me it was balancing not only what we offer, but also raising the pay,
34 and we agreed to compromise around that because we believe people
35 should get paid. But we had a tremendous amount, right, we spoke a lot
36 about retention and what that looks like. And so I want folks on the dais to
37 be clear that our direction was when we, first of all evaluate or assess the
38 vacancy positions, where are we at, what do we need to do? Are there
39 those that have been on the books for some time? And you know do we
40 really need those types of positions. But also doing that assessment and
41 also looking at how we recruit and retain, so we had a robust dialogue about
42 the part time positions because that's where Clint is seeing the fluctuation
43 of folks leaving, the resignations, which what do we need to do with that?
44 Is it? What kinds of things are happening that are preventing people from
45 staying? And I'm not sure that we know that at this point, but it could be
46 that, well do we make them part time and, you know what do we do with

1 some of this stuff? Not only that, but training, which I think is a huge, it's
2 something as the longest standing member to this Board, that at one point
3 we didn't really have anything. And staff was just sort of you know just doing
4 the day to day and valuing their capacity with training, which is we know a
5 tool to recruit and retain. So we felt like we ran the gamut of what we
6 thought we could balance and take away and trusting the management
7 team to know when like absolutely not we couldn't cut here but we wanted
8 to do this here. I felt there was a good back and forth, give and take, and
9 so I'm looking forward to the coming year. I think Clint has his direction from
10 the executive board. And I would encourage that we ensure that we move
11 into strategic planning. I think that's really important for the next three to
12 five years so that folks are clear what this Board is wanting to see happen
13 in you know currently and in the future. With that, I'll turn it back over to you
14 Chair Sanchez. Thank you.

15
16 Sanchez: Thank you, Mayor Pro Tem Gandara. Ms. Deleon.

17
18 Deleon: Thank you Chair. Appreciate that. Clint, just a couple of questions. Since
19 we're on this slide right here. You mentioned that the executive board had
20 asked you to add back in the amount of funds for the surgeries. Is that
21 reflected in this \$90,000?

22
23 Thacker: Yes, ma'am.

24
25 Deleon: Okay, so I must have been mistaken, I thought previously this program was
26 in the upper one hundreds, budgeted \$160,000 or something of that nature.

27
28 Thacker: Yes, we removed the \$30,000 for the population estimate. And we also
29 removed, I believe it was about \$20,000 or \$12,000 for individual to take
30 surgeries to other veterinarians as well. That is just an absorbent cost and
31 it would go so fast because they charge so much money for sterilizations
32 that we felt it was best for them to come to us.

33
34 Deleon: Okay, thanks. So then this budget reflects you think an appropriate
35 operating budget for the core of the program.

36
37 Thacker: Yes.

38
39 Deleon: Okay thanks. If you wouldn't mind going back to slide three. I wanted to
40 make sure I understood some of the assumptions behind the numbers on
41 this page. We talked about vacant positions previously. And I believe you
42 have 14 vacant positions. Could you tell me how they were budgeted in
43 terms of where in the pay band were they budgeted? And then were they
44 budgeted for a full year or a partial year?

45

1 Thacker: Okay. Good questions. So most of the 14 are, there are actually 15 now,
2 15 positions that are vacant. So most of those are going to be filled before
3 July. We have our hiring is, in our kennels is I think there's three positions
4 or four positions with part time. They're starting interviews soon. We have
5 our office assistants, and they're going to be starting or they've already done
6 interviews, I believe, and so both are completed. We also have a
7 veterinarian that's just post, our veterinarian assistant that's posted. So all
8 these jobs are in the process of being filled. So we looked at the averages
9 as far as the average positions that are open or vacant throughout the year.
10 And what we saw was a trend of kennels usually has three positions open
11 at any given time. So we did two full time positions in the kennel department
12 are funded at 25% and a part time position is funded at 25%. And then we
13 looked at the front office, any given time they could have two positions on
14 average. So we did those the same, one part time at 25% and one full time
15 at 25%.

16

17 Deleon: Okay. Thank you.

18

19 Thacker: And the reductions are in that.

20

21 Deleon: Okay, great. That helps me to understand how - we will always have
22 turnover and some positions vacant at any given point. So it's just helpful
23 to understand the assumptions behind budgeting those positions so that we
24 don't in fact over budget the amount of funds we need in salaries that could
25 be used elsewhere.

26

27 My other question on this page has to do with the FY22 living Wage
28 adjustments that is above the total salaries and wages line, the \$362,000-
29 plus. That took salaries to what level.

30

31 Thacker: To what they are now.

32

33 Deleon: At \$14. But was there some threshold an hourly wage, they were all
34 different?

35

36 Thacker: Yes, it was all different. It was based on their years in, their, so how long
37 they've worked there, their jobs, what their jobs was, and their current pay.
38 It wasn't as a set, raise everybody by, it was a range of either between 20%
39 and some went up as high as 30%.

40

41 Deleon: So we had both the line above that, the minimum wage increase and then
42 on top of that the living wage adjustment. Did those both occur in FY22?

43

44 Thacker: No, ma'am. So the minimum wage increase that you see there to \$14.50
45 an hour, that was a request for this year by Mr. Macias. He made the
46 comment that the City and the County made the commitment to pay no less

1 than \$15 an hour. And that was not in our fiscal year 2024. So that was
2 one that we added in. As a way to make it a lower percentage, we moved
3 it to \$14.50 with another \$0.50 to bump it up next year in our budget.
4

5 Deleon: And then similarly then if I look at where your numbers are falling in those
6 columns, you've got FY22 living wage adjustment in the FY24 proposed
7 budget. So you're saying it was not implemented previously? I just want to
8 make sure I'm clear on that.
9

10 Thacker: You're just fine. It was implemented, but it was through salary savings that
11 I did it. And then we did not get the budget that we asked for and so we
12 rolled over the old budget that still did not have it in the budget. Does that
13 make sense?
14

15 Deleon: Kind of, yes. Yes. The timeline and the adoption of the older budget I think
16 presents some complexities.
17

18 Thacker: Yes.
19

20 Deleon: But hopefully going forward then we'll be able to make some more
21 appropriate comparisons to previous year. I think it's very difficult for me
22 personally, to understand the year to year increases in the different
23 categories because of some of the things that you're describing that
24 happened at different times, and then the adoption of that previous budget.
25 But like I said, hopefully going forward it'll be a little bit more clear.
26

27 Thacker: Okay.
28

29 Deleon: Thank you.
30

31 Sanchez: Mayor Pro Tem Gandara.
32

33 Gandara: Yes, thank you. I know that in one of the meetings that we had with Ms.
34 Deleon, I believe she had requested, and because of the process by which
35 the City does is, okay what is your current budget? What do you need just
36 do, right, to maintain? Right, and then have those totals. And then what do
37 you need to, if you want increases what does it look like? And I think, if I
38 remember correctly, Barbara help me because I've been in several
39 meetings, and I've slept and I'm back here. Is, I agree. If we don't know
40 that, right, it makes it very difficult to see past, present, future. And do you
41 have a slide that reflects direction Clint?
42

43 Thacker: I do not. We originally did have it in the presentation but it was really
44 confusing because, I'll just leave it there. So I made the call to take it out.
45 So it was prepared in the presentation. The way that it was presented it just
46 didn't make sense and it was confusing. And I felt like having two of these

1 styles would be confusing for the Board as well. So I know that if I was
2 asked, can we operate off of the \$3.8 million? That would be our bare
3 necessity. That that would be barely hanging on. Not with the new center.
4 I mean, we'd have to increase our costs for that as well, just to get that
5 covered.
6
7 Gandara: Okay. Okay. Barbara, I'm looking at you because you're our financial guru,
8 and you see the numbers all the time. And I just want to make sure that
9 you don't have question or concern about what you're seeing here.
10 Because I just, and as we've talked about having budget adjustments, you
11 know several months later it doesn't help us. So that's one of the things that
12 I really wanted you to look at. So in the future if a Board Member does
13 direct you to have something like that, please do that. It makes it clear that
14 you're listening, and I know that you are but this would be very helpful. But
15 I want to ask, Ms. Deleon, it feels like there's some concern about this. And
16 as we asked, and I want to be clear, I know that the City has asked you to
17 put these, with your analyst, to put it in the format that the City has asked,
18 and I believe that that has happened. And that's a question.
19
20 Deleon: If I may.
21
22 Gandara: Yes.
23
24 Deleon: So that's actually a question that I was going to ask because I see our
25 budget manager here. Just wanted to make sure that we did have all the
26 detail entered into our ERP system that supported the numbers.
27
28 Thacker: Yes.
29
30 Deleon: Each position listed.
31
32 Thacker: Yes. According my understanding with working with Mike, and also
33 Jacqueline, all that information is in. She's more than welcome to come up
34 and address the question if she'd like to.
35
36 Deleon: Okay. Thank you.
37
38 Sanchez: I'm sorry, go ahead. Before we begin, sorry, go ahead County Manager
39 Macias.
40
41 Macias: Thank you, Mr. Chairman. And just let me ask a few questions. Perhaps
42 they may be answered here. So we didn't achieve the \$15 an hour, we're
43 only going up to \$14.50. So what would it take to take it to the \$15? I'm
44 assuming another \$18,200.
45
46 Thacker: Yes. And it would push us past that mark that was requested to stay under.

1
2 Macias: Well, and no. Are you suggesting to me that there can't be another \$18,000
3 in reduction in other line items in order to achieve the \$15 for this year?
4
5 Thacker: I firmly believe no, there is not.
6
7 Macias: Okay. So just so that I can understand because it's a little bit confusing. It
8 remains confusing to me. FY22 is not this fiscal year, it was a whole fiscal
9 year ago.
10
11 Thacker: Yes, sir.
12
13 Macias: So you're saying that you're taking from actions that you normally would
14 have implemented two years ago, and you're going to implement it now two
15 years later going into this next fiscal year. And the cost of that, because it
16 doesn't give me a percentage, it doesn't give us a percentage, it just says
17 living wage adjustments. So I'm not quite clear what and who I'm assuming
18 the City. I'm not clear who did this living wage adjustment, well last fiscal
19 year, not this current one, and why the amount is that high, and whether or
20 not because of your vacancy savings from that amount you can't find
21 another \$18,200 for this next year in order to achieve the \$15 an hour.
22
23 Thacker: So, Mr. Macias we are not implementing a living wage adjustment. That
24 was already done in 2021, or fiscal year 2022. It was done in May. So all
25 of my coworkers received that increase and they're paid now that amount.
26 And so from May until the end of June, I covered this increase, their higher
27 increase, I covered it with salary savings, with the intent that the Board
28 would pass our budget that included these higher salaries for all my
29 employees.
30
31 Macias: Okay, but those salaries, forgive me. Go ahead.
32
33 Thacker: So it wasn't. It was I had fiscal year 2022 rolled over, which did not have
34 those increases in it. And so I've been paying my employees the higher
35 rate this whole year trying to, or meeting their higher rate so I need this
36 money to cover what we're asking for.
37
38 Macias: Well, but wouldn't your reserve cover that?
39
40 Thacker: No. My fund balance or my vacancies?
41
42 Macias: Well, no your fund balance, because you had a fund balance at the end of
43 fiscal year 2022, you're going to have another fund balance now at the end
44 of fiscal year 2023. What's bothering me is I'm not sure why you're showing
45 it in that manner rather than if you've been paying it, then it's now part of the
46 budget that currently exists, so it should be integrated into your current

1 budget. That way we have a better understanding in terms of then the
2 comparison that you're asking for fiscal year 2024.

3
4 Rubalcava: Hi. Jacqueline Rubalcaba. Budgeting Grant Administrator. Let me try to
5 clear that up a little bit. So recently we found that the \$1.7 million that's
6 showing us the FY23 salaries and wages wasn't enough to cover his actual
7 wages for the year. It wasn't budgeted correctly when they budgeted last
8 year. And so I think what he's trying to say is he's already spent \$362,000
9 in this year's budget, but he didn't really have the budget to cover those
10 wages. When we calculated it was about \$2.1 million that his salaries and
11 wages would actually be for this year. So I believe that's why you're trying
12 to recoup the \$362,000.

13
14 As far as the numbers, so that \$362,000 was not a number provided by the
15 City, it was provided by his management analyst. And so it's not a number
16 that I can verify. In this presentation I hadn't seen it before today, so I'm a
17 little hesitant. As far as entering into Munis, we had entered, we imported
18 the information that was provided and then his management analyst did go
19 in and enter the information as the City does into Munis. But it has changed
20 and the changes have not been made. So we still have the 3.0% salary
21 and wage increases in Munis, and then the minimum wage is still \$15 that
22 he had previously done. So I wouldn't be able to verify the numbers but we
23 were going into putting it into Munis. So how we have done it, and you were
24 asking about whether it had been done in the levels that we do, so level you
25 know one, two, and three is how the City does it. So it was not, because it
26 wasn't entered until level three so we can't backdate in Munis, once we've
27 rolled over to the next level for the City, we can't go back. So we can't
28 identify levels one, two, and three, because they were entered all at the
29 same time.

30
31 Sanchez: Thank you. I don't know if that helps answer any questions. Ms. Deleon
32 and Mr. Macias. Ms. Deleon. Sorry, put your light one.

33
34 Deleon: Sorry, I just want to make sure, Judge had his light on and he asked the last
35 question, so if you have a follow up, Judge Macias.

36
37 Macias: So let me just ask, the executive committee, and I'm not clear who's on the
38 executive committee, the chair.

39
40 Sanchez: Chair and Vice-chair, myself and Mayor Pro Tem Gandara.

41
42 Corran: I'm on it but I was not there for these conversations so I don't know, I can't
43 speak to this.

44
45 Macias: Okay. So that was acceptable to not try to achieve the \$15 an hour.
46

1 Sanchez: I think based off the last meeting we had, the last public meeting, we were
2 trying to figure out how, since the majority of the costs in this budget, in the
3 increase was around the wage increase, the salaries, and the benefits, or
4 sorry, the salaries, wages, and benefits, we were trying to identify and see
5 how we could minimize that to get closer to the 15%, which was discussed
6 for this coming fiscal year. And so the thought was to look at, instead of
7 going all the way to \$15, let's see if we have a step increase to get to \$15.
8 So we will do \$14.50 this upcoming fiscal year, and then the following fiscal
9 year get to \$15, just to kind of minimize the impact of that. And so that was
10 the reason why that was brought up. But I thought that's what we had
11 discussed in the last open meeting was let's try to, as we're trying to parse
12 down the budget, let's go halfway from \$14 to \$15.
13

14 Macias: What's concerning me is that the vacancy factors are so historically high.
15 And one can say and you know we deal with that issue at the County quite
16 a bit, where we're going to hire all of these people during this period of time.
17 And it really does not happen because then there's a continuing turnover,
18 because they are difficult jobs. So they're you know it's like a detention
19 center almost, there is constant turnover. And I'm wondering within that
20 vacancy factor we can't accommodate another \$18,000.
21

22 Sanchez: And I don't believe it's just a simply the \$80,000, right., I mean we're going
23 to have to then, I mean you're talking as we just discussed, the FICA, the
24 PERA, you know all of those benefits are all going to increase somewhat
25 because of the level of increase of their budget. I'm not saying it's
26 significantly more, but there will be an increase there. So it's not just, I mean
27 if it's \$18,000 I'd say I'd before it, but I think, I just want to make sure that
28 we have a number that we can look at to say, I guess we can go back to the
29 last budget and see those numbers almost, right. Would be incorrect in
30 stating that Clint?
31

32 Thacker: Go back to when it was \$15 an hour?
33

34 Sanchez: Correct.
35

36 Thacker: I don't have those numbers with me. But I mean ...
37

38 Sanchez: We can look at the last budget that was presented In the meeting two weeks
39 ago, trying to remember. So I don't know, I'm just trying to figure out how
40 we might be able to do that, because I'm not, if that's the wishes of the Board
41 then we can do that and amend what's being presented here.
42

43 Macias: Mr. Chairman. May I also ask, was the entire \$362,000 of the FY22 living
44 wage adjustment, that was spent? We clearly know that that was spent
45 because you're adding it into these totals, but you had such a high vacancy
46 rate and you didn't apply that living wage to those vacant positions for nearly

1 a 12 month period. So how could that entirety been spent, unless it's an
2 actual, this is what it costs. We have 50 employees, but we've only had 37
3 consistently throughout the year. So does that figure represent the 50
4 employees as it would have applied to them if they had been there 12
5 months, or is it, is it not, it's not a real number, it is a budgeted number. And
6 it wasn't actually spent so there's potential savings there.
7

8 Thacker: Yes, I do understand what you're saying sir. You're saying that 50, probably
9 around 57 employees were given a living wage adjustment. Is this
10 \$362,000 constitute all of those individuals, employees, or is it basically a
11 value reduction or a, not a value reduction, vacancy reduction applied to it?
12 It that what say saying?
13

14 Macias: Yes.

15
16 Thacker: Okay. I can have my budget analysts come up and talk about that.
17

18 Fuschini: Good morning, Members of the Board. Mike Fuschini, Management
19 Analyst, ASCMV. That number is in the process of being spent. It was not
20 a budgeted number. It was included in the original FY23 budget that was
21 prepared, but not accepted. So the FY23 appropriation amount up there
22 that you see is the carryover from FY22. The implementation of those
23 increased wages and salaries that resulted from the percentages, and it
24 was not a flat percentage across the board, it was applied differently to
25 different positions.
26

27 That was not carried over into FY23. We paid for those increases which
28 started the second pay period in March, out of vacancy savings from the
29 period of two weeks in March through June. And I remember the question
30 from the board previously last year when you had that was the concern was
31 we can understand that you can pay for those savings for those increases.
32 So your savings for the remaining three and a half months. What will you
33 do in fiscal year 2023. And we built that into that fiscal year 2023 budget to
34 support and absorb those increases. However, when the 2022 budget was
35 rolled into 2023, those numbers were not there. So how are we paying for
36 that this year, through our current vacancy savings, which happens to be at
37 around 21%. It's held pretty steady since July of 2022. So the savings that
38 we have from our vacancies, plus some very frugal spending on behalf of
39 our programs is what is absorbing most of that \$362,000.
40

41 Macias: Most of it but not all of it. And so have you projected through the end of this
42 fiscal year, will you have utilized \$362,000?
43

44 Fuschini: Well I projected through this fiscal year, through year to date February fiscal
45 period eight, because I have not done the fiscal period nine yet, that we will
46 just about breakeven through this fiscal year. It's going to be very close.

1 But projection is not you know a true science. So based on what I see the
2 spending trends over the past eight months, we will be very close in
3 breaking even at the end of the year.
4

5 Macias: When you say breaking even, utilizing the \$362,000.
6

7 Fuschini: That including all of the budget for the Animal Services Center.
8

9 Macias: But so it's not just the living wage adjustment, it's the operational that you're
10 utilizing.
11

12 Fuschini: Yes.
13

14 Macias: Okay. Well, that's, I think, maybe confusing people because it oriented itself
15 to a wage adjustment, not to the operations of the entire.
16

17 Fuschini: That figure there of \$362,000 was just identified as a request. How much
18 would we have needed to add to the fiscal year 2022 budget, which is now
19 in the fiscal year 2023, that's approximately how much more to account for
20 all the increases that were implemented in March of 2022, which would have
21 been fiscal year 2022. But since fiscal year 2023, was not representative
22 of our budget amount, it was fiscal year 2022. That fiscal year 2022 budget
23 was developed 12 months before we implemented the raises increases in
24 March of 2022.
25

26 Macias: Okay, so the only thing I can conclude is that you're adding, because we're
27 here looking at fiscal year 2024. So you're adding this in to use fiscal year
28 2024 to recoup those monies that you have already utilized for this past
29 fiscal year.
30

31 Fuschini: If I may respond to that. That number is not adding it in, it's just to reflect
32 approximately how much was, additional would have been needed in the
33 2023 budget that we didn't get. Our 2024 budget is taking all of our people
34 who are being paid at those increased rates that were established and
35 implemented in fiscal year 2022. So it is in a way included, that amount is
36 not exact as a representation for what we added to the fiscal year 2024
37 budget. But in looking at the fiscal year 2024 budget, we feel this number
38 of increasing by \$662,000 will be enough to support, given the vacancy
39 replacement plan of the 14 vacancies to cover the people costs for the next
40 12 months, beginning July 1, 2023.
41

42 So the \$362,000 and the \$97,000 is just information, an identifier to tell you
43 that if you add those two together, \$450,000 was never rolled over into the
44 fiscal year 2023 budget. Now, that may not be an exact figure, because it's
45 a little hard now 12 months later to come up with exactly how much we
46 would have had to support in 2023. Because the people today are not the

1 same people that were in the seats in fiscal year 2022, in March of 2022.
2 There have been some changes. So you would have to turn back the clock
3 and go back to exactly how much was being paid out for those people who
4 were in the seats at that time, that may not be there today. There have
5 been several vacancies, there have been turnover as we all recognize,
6 hirings and terminations that would impact that number. But that's as close
7 as I could get given the information I have today, to try to go back 12 months
8 in the past to determine what would have been the impact on the 2023
9 budget, had we had those dollars included. It just never made it into the
10 budget.

11
12 Macias: Thank you. Thank you, Mr. Chairman.

13
14 Sanchez: Ms. Deleon. If you would mind real quick if I can jump. Mr. Fuschini. I
15 guess this is where I think the confusion is here is that we're talking, you're
16 talking fiscal year 2023 budget, and we're talking fiscal 2024 year budget.
17 And I think one of the things that I guess I'm trying to understand is the living
18 wage adjustment is I think as County Manager Macias has noted, this is
19 essentially, is this not the, you're just including it as an increase because of
20 what was trying to be absorbed for this fiscal year, or are we paying back
21 for this past fiscal year? Because that's what I think. I've heard two different
22 things. And I think I understand what you're saying, but I want to get
23 clarification because I think this is where, by putting the fiscal year living
24 wage adjustment in here I think it would have been more clear I think, as
25 the County Manager had indicated, if it was just part of the operations for
26 the ASCMV. But by having it separated as a living wage adjustment, it's
27 like you're, understanding that it could have been a bullet. You could have
28 put a bullet on the other slide that said, X amount is for this or whatever.
29 But I think by having the line item here, it's creating that confusion. So I just
30 want to make sure this is for, we're not paying back. This is for the upcoming
31 fiscal year, is that correct?

32
33 Fuschini: That is correct. And in regard to your statement, I fully agree with what
34 you're saying. But I would have to defer to Mr. Thacker as to, because I
35 thought this would have been, this is kind of a confusing bulleted item in the
36 slide because it's not necessarily a number that feeds into that \$2.231
37 million, it is kind of a placeholder just to show you approximately my best
38 guess given what I know today, going back 12 months that happened a year
39 ago, what would have been the incremental cost for those raises that were
40 implemented in March of 2022.

41
42 Sanchez: And I think, like I said I think at this point having been, I understand what
43 you're saying you're going through the end of the audited amounts through
44 the end of February. And so I would have figured, you know at this point
45 we have a pretty good idea of that number of projecting, at least at this point,

1 because you're going to only have, what's that four months left to project,
2 the last third of the year.
3
4 Fuschini: Right.
5
6 Sanchez: I just want to make sure that this is a solid, this is a good number. But I
7 think like, that we have projected here, that \$362,000 plus the \$97,000.
8
9 Fuschini: When I do the projections I look at both the salaries and the wages, and
10 then all the deductions. Those line items are included in the projections.
11 What I'm saying is, I'm pretty confident based on projections and projections
12 are nothing but best guesses, best educated guesses, given the information
13 we know today, that we will come up pretty close. We have absorbed the
14 all those increases that were implemented in fiscal year 2022, starting in
15 fiscal year 2023, due to vacancy savings, which were about 20 to 25%
16 throughout the 12 months, and operational reductions or savings, things
17 that we didn't spend money on that we were planning to spend money.
18 That's what's going to get us down to the breakeven point. For example,
19 medical supplies, we have \$206,000 that's budgeted in medical supplies.
20 I'm projecting that through the fiscal year end of this year, June 30, 2023,
21 we'll probably spend no more than \$150,000 of that. So you have \$56,000
22 right there as a contribution. So the operational savings, plus the vacancy
23 savings is what has been paying for that increase that was implemented in
24 March 2022.
25
26 Sanchez: Okay. So while not a specific, this question is specific to the fiscal year
27 2024 budget, but for the fiscal year 2023 budget, would we not have been
28 better served at some point having a midyear budget adjustment to reflect t
29 this living wage adjustment and understanding that it's going to be covered
30 with vacancies. I mean just because I understand the fiscal year 2023
31 budget was not originally approved and so the fiscal year 2022 budget rolled
32 over. But we've had, you know plenty of time in this current fiscal year that
33 we could have had a budget adjustment to reflect this, rather than waiting
34 to the upcoming fiscal year budget. So I don't understand why I guess,
35 make it a note, make it a comment, I would have wished that we would have
36 had a budget adjustment in this fiscal year to accurately reflect the fiscal
37 year 2023 budget, because we've had time to make those adjustments and
38 approve that as a Board. But you know to come back and say now when
39 we're looking at fiscal year 2024 budget and say, we didn't know, we didn't
40 have you know, our fiscal year 2023 budget doesn't accurately reflect where
41 we need to be. That's concerning that we didn't have that. So just a note.
42
43 Fuschini: If I may respond to that. Two things, that may have been consideration. I
44 don't know. I would have ask Clint if that was ever discussed. Do you do a
45 budget amendment to account for that? The second thing that probably
46 came into play if you recall, is that the contribution from the County was

1 increased by \$300,000. And that came later in the year after July, that came
2 in around August or September, because you work on a different timeline
3 and had to approve that later in the year. That \$300,000 was to go into play
4 to fund seven new positions at about \$42,000, \$43,000, when you do the
5 math it comes out to \$300,000. Not all those positions were hired. And
6 there were lots of different vacancies. So that \$300,000 were looked upon
7 as kind of softening the blow because we didn't get those extra dollars in
8 fiscal year 2023.
9

10 Sanchez: The last I recall, we had approved, at least on a preliminary budget, that
11 was approved. So we had an idea of what we were going to go into. And
12 yes, the timeline we would have approved it later, you know into, but the
13 preliminary budget would have been approved in May. And yes we would
14 have approved the final budget in July. But again I think that goes back to
15 my initial comment, we could have done a budget adjustment to accurately
16 reflect the updated contribution from the County and the wage increase.
17

18 Macias: And, Mr. Chairman, just for clarity for any future purposes. The County has
19 to submit, all governmental entities have to submit their preliminary budget
20 by the first of June. And that basically is what is approved. The July 24th
21 approval Date from DFA on a final budget is just to give the governmental
22 entities some flexibility in terms of having to make any changes. But on July
23 1st of every fiscal, the beginning of every fiscal year, that budget is already
24 there in place and the commitments are there and they flow in that manner.
25 So I want to make sure that that's kind of understood. Our timeframe
26 historically has been a little bit behind the City, but we still have to meet that
27 July 1st deadline, and everybody knows what their budget is, and can begin
28 working from those numbers by the first of July. Because the preliminary
29 budgets have been approved on the first of June, or submitted on the first
30 of June and then we get notice, you know sometime within two or two weeks
31 of that date.
32

33 Fuschini: In response to that, I agree and I understand. The financial system showed
34 that the original appropriation for fiscal year 2023 with \$1.45 million. The
35 \$300,000 was added in as an adjustment at a later date. That was not part
36 of the original appropriation, but became part of the revised appropriation.
37

38 Macias: It was added the following fiscal year.
39

40 Fuschini: Okay.
41

42 Macias: No, it wasn't added in late or added in as a supplement. There was a certain
43 amount of money committed, I don't know, it was fiscal year 2021. And then
44 the following fiscal year the County upped its contribution to the \$1.7 that
45 matched the City's.
46

1 Fuschini: And the request for that was to fund for the seven positions, seven new
2 positions that the center had requested. And that's primarily the driving
3 force, because that was the resolution that was used back last year to
4 support that.
5

6 Macias: Mr. Chairman, would you allow me just one more question?
7

8 Sanchez: Yes.
9

10 Macias: So with this, because I keep on looking at is as an FY22 living wage
11 adjustment. So in fact was that money utilized, and that everyone, all of the
12 employees at the Animal Services Center were actually higher than \$14 an
13 hour? Was it used to increase the overall, so that we think that it's \$14 that
14 we're trying to adjust, but in reality, they're making \$14.32 or \$14.50 already.
15

16 Fuschini: In response to that, at that time, prior to the living wage, and that was a term
17 that we kind of came up with to best describe what this adjustment was for,
18 employees at that time we're making around \$11.05 an hour. And we then
19 made these increases to bring them up to \$14. With the thinking that after
20 they served their one year probation then it would automatically increase to
21 \$15. Some of those employees were not there for the full year so therefore
22 it didn't go to \$15 and then the wage stayed at \$14 Until the next employee
23 came in. We didn't automatically increase it to \$15 for that position. It was
24 for that individual provided that they served their one year probation. But
25 the time that the living wage adjustment, as we're describing it, was
26 implemented, most of those employees that were at the bottom end of the
27 scale we're making \$11 plus.
28

29 Macias: So is the entry level \$14 or is it higher now?
30

31 Fuschini: The entry level is \$14 now. And currently at this date and time, FY24,
32 beginning July 1st, it will jump to \$14.50.
33

34 Macias: No, I understand that aspect of it. Okay. Thank you so much. Thank you,
35 Mr. Chairman.
36

37 Sanchez: Thank you, Mr. Macias. Ms. Deleon. Thank you, and thank you for your
38 patience.
39

40 Deleon: Yes. I appreciate this. Thank you, Mr. Chair. So I think a lot of this
41 discussion is focused, rightly so, around your salaries and wages, since
42 that's a large portion of your budget, the number of your vacancies. I
43 believe with the implementation of your budget in the ERP system for fiscal
44 year 2024, we will have the detail on the number of positions filled or vacant
45 to support the \$2.3 million that you're saying you need for salary and wages
46 in FY24. The question I have goes back to the vacancies, however, Ms.

1 Rubalcava I believe you mentioned that budgets analysis was that for the
2 current payroll filled positions, we would need \$2.1 million to cover that
3 payroll for the current fiscal year, is that correct?
4

5 Rubalcava: Yes, that was our preliminary export from Munis. So HR does have access
6 to the current wages. And so we exported a file to pull in what they were
7 currently making, and then at the time it was a 3%, so we put the 3% in
8 there to get an estimate of what it would be. And projections can be done
9 you know because it is so late in the year, we can use a predictor of how
10 much monthly or each pay period is being spent on payroll and then just
11 multiply that and get the percentage,
12

13 Deleon: But that payroll projection does not take into account that there are 14
14 vacant or 15 vacant positions, are they?
15

16 Rubalcava: Yes, the vacancies were included.
17

18 Deleon: Okay. Thank you very much. That helps to clarify that. I'm going to ask a
19 different question of Mr. Fuschini that has to do with the increase that you
20 noted that came from the County for seven positions. What I thought I heard
21 you say was that that increase was going to fund the seven positions, but
22 that positions were not filled, so instead those funds went to cover the living
23 wage adjustment that you noted.
24

25 Thacker: If I can ma'am. So the \$300,000 went to fund seven new positions. And
26 \$136,000 for the door access panels and stuff for the new center. Only one
27 of the positions, the community cat program manager is the position that
28 did not get filled. That's in the interview stages now. The others were office
29 specialist, and also the kennel staff as well. So those were, I can't tell you
30 if the actual position that we got has been filled, but I can tell you that, is
31 that the position is in the process of being filled now through regular staff
32 leaving and being hired.
33

34 Deleon: So thank you so much, that helps. I guess my confusion goes back to if we
35 need about \$2.1 million to cover salaries, we're asking for \$2.2 million in
36 FY24. With a historical 20% vacancy rate, I don't understand why the
37 budget would not have, if we were to reflect that more accurately, why we
38 would not have the capacity to for example, move that minimum wage
39 increase to \$15 an hour because it just does not seem like the amount would
40 not be able to be covered. So the assumptions for the FY24 positions,
41 hiring, salaries, the percentage of time they're going to be filled for the year,
42 it seems high to me, but partly because I think I haven't looked at the detail.
43 But just from a logical perspective with a 20% vacancy rate, it just doesn't
44 seem like we wouldn't be able to cover that \$15 an hour minimum wage
45 increase.
46

1 Thacker: Mr. Chair, if I may. I just spoke with Jacqueline and she said that HR has
2 not been able to do historical vacancy rate that currently now with the 15
3 employees, it's 20%.
4

5 Deleon: So you have several vacancies that have been longtime vacant.
6

7 Thacker: We have two that have been longtime vacant, and they're not funded;
8 records clerk and the dog groomer position. The only one that I know of
9 that is longtime not been filled that is funded is a transport position.
10

11 Deleon: So when you say it's not funded, that means it's not budgeted.
12

13 Thacker: Correct.
14

15 Deleon: So I guess that goes back to then the crux of the concern I have with respect
16 to managing the headcount and the budget associated with the headcount.
17 We seem to have positions and no budget for them. So to me then we don't
18 have those positions, but we're saying we have those positions. Are those
19 positions in this budget? It's very confusing ...
20

21 Thacker: Absolutely.
22

23 Deleon: About how the headcount and the associated funds have been managed,
24 covering some of these increases with vacancy savings. I think it's a recipe
25 for confusion, which I think is what we're discussing here.
26

27 Thacker: And we are trying to solve that. Bernice was working with HR. It has been
28 done. So I know the forums, the PNC forms. Why do you come up and say
29 don't record.
30

31 Deleon: Those position control numbers, I understand and I saw some of the
32 documentation about that. I guess I'm more concerned about you saying
33 that they're not budgeted. If the budget is not approved by this Board, I
34 don't see how we can have a position with or without a position control
35 number.
36

37 Navarro: Bernice Navarro. Yes, I just did, so at this point all of that was submitted.
38 So those positions are not going to be included in this budget, because they
39 are inactivated now. So it was, a couple of them, the records clerk like that.
40 So they are not, you know they hadn't been budgeted, because we hadn't
41 filled them. So they are not, they are no longer in you know considered to
42 be in the budget at all.
43

44 Thacker: That was just done I believe, early last week or this week it was done, so
45 completed.
46

1 Sanchez: Okay, so Councilor Corran and then Councilor Flores or
2
3 Flores: It's the other way around, with all due respect.
4
5 Sanchez: Okay. Councilor Flores.
6
7 Flores: I've been turning it on, turning it off. I'm very concerned about this. And I
8 don't know if this is a function of City management or the culture. But this
9 whole thing about having vacancies and then allocating monies that haven't
10 been used for those vacancies to be used perspectively in other budgets. I
11 mean, it almost encourages not hiring. It almost seems as if, to me,
12 because I'm not a budget analyst, I'm not an accountant. But it just seems
13 to me that there's something not quite right. It just doesn't smell right to me.
14 So it seems to me there would be no incentive. It's like you know I'm
15 thinking, I'm trying to just think about you know my budgeting, my personal
16 budgeting. And it's like well you know I can't find a housekeeper so I have
17 you know those \$80 dollars you know someone to come in once a week or
18 something. So I have those \$80 dollars that I can allocate for something
19 else, you know maybe to pay off my credit card debt or something. And
20 then I'm going to rely on those \$80 dollars to whatever, and then I wouldn't
21 be able to have a housekeeper. I'm just trying to bring this down to
22 something that's comprehensible to me. And then there wouldn't be an
23 incentive to find money or budget accordingly so that I don't have to pay off
24 my credit card debt. Do you know what I'm saying? It's like, if you're, is that
25 what happens, Barbara? Because you know everybody here is using the
26 vacancy rate, 20% vacancy rate, and therefore, we have money. Well, no,
27 we don't have money. We have vacancies. And what happens then? What
28 if, by some miracle, there'd be all these people who would apply? And then
29 what would happen to our budget prospectively? Yes, for one year, maybe
30 it looks okay kinda sorta, but what happens the following year. Say we feel
31 that 20%, say even 5% or 10%, 15% 18%, that money wouldn't be there.
32 So how does that work?
33
34 Rubalcava: So I just want to clarify a little bit. So the way that Munis is set up, and the
35 way we budget is that we do, so if let's say there's one account that's being
36 used for a certain amount of salaries, then we go in and when we budget,
37 you add detail for each of the employees. So let's say you want four
38 employees under that org, and object, and they're each have \$50,000. So
39 you'll itemize each of the lines, but \$50,000 for each of the employees to
40 make sure that when we're budgeting we're able to clearly state, this
41 \$50,000 is going to go for this vacancy or for this employee, so that we're
42 budgeting correctly.
43
44 When payroll is run, the payroll is the only one that if there's no budget, it
45 will still run. So can they go over that budget? Yes, the system will allow
46 them to. And I know that in previous years, when Animal Services entered

1 their budget, it wasn't itemized by line. So it was hard for the City to
2 determine how much of that budget in each of those lines is for each of the
3 employees. But this year, they did go in and itemize and put each of the
4 vacancies, each of the line states so now it says like veterinarian for one
5 line, and how much you're going to budget for that one. The current
6 veterinarian is on a separate line and how much they're budgeting for that
7 one. So going forward, it should be clearer to understand. But I just wanted
8 to kind of explain a little bit how Munis works and how we can pull that
9 information. But yes, I mean, we can over budget, go over your budget in
10 in on the six accounts which are the personnel.

11
12 Flores: But then references consistently made to vacancy rate in terms of that
13 opening up some money. So how does that work? Would you explain that
14 to me, as if I were a four year old?

15
16 Rubalcava: Yes. So when Director Clint mentioned that HR was not able to calculate a
17 vacancy rate, I'm not sure if they would be able to or wouldn't be able to, I'm
18 assuming that that they would. The \$2.1 million when we exported did
19 include the vacancies at the time. So we didn't ask them to do a vacancy
20 report, the vacancy report that they mentioned, the \$2.6 is something that's
21 calculated by Michael. And so that's what they've been using. And so I'm
22 not sure if that's the rate that they've been using as a historical figure each
23 year. I think each year you update that correctly. In his worksheet. So I
24 think the disconnect has come with using Munis and a separate worksheet.
25 So Munis is able to export the information so I can get you a revised budget
26 and then we can enter, like I mentioned they didn't enter in level two so it
27 would be revised budget in level three. So Munis is able to export that
28 information, and has been our suggestion that Munis be used, because
29 that's the system that we follow. So when we go into the system, that's how
30 we determine how much budget is budgeted. That is what we use to
31 present to Council for all fund summary. As the changes are made, like I
32 mentioned that in Munis currently it's 3% wage increase, so it wasn't
33 changed to the 1.5%. So as changes are made in the budget, process,
34 budget should be notified so that we can update our ERP system
35 accurately.

36
37 Flores: That is very clear. Thank you so much, for explaining. But that isn't my
38 concern. I think Munis is a different. My question remains, why do we look
39 at vacancy rates in terms of having a budget?

40
41 Deleon: I think I can shed a little bit of light on that.

42
43 Flores: I hope so.

44
45 Deleon: For you.

46

1 Flores: Thank you.
2
3 Deleon: And that is a budget management or philosophy discussion, and I
4 appreciate the question for that. So underlying every year's budget
5 activities, and most, particularly for salaries and wages, we want to try to
6 get the most accurate picture of what we need to cover salaries and wages.
7 That includes for all budgeted positions, some of which are currently filled,
8 and some of which are vacant. So we make projections or estimates for the
9 vacant positions to figure out when we think we might be filling them and at
10 what pay grade we think they're going to or pay level we think they're going
11 to come in at. But the intent is to cover all positions that are approved, either
12 filled or unfilled. So there is no use for funds, vacancy savings if you will,
13 that's worked into the budget for operations or any other thing. The salaries
14 should all be in existence, salaries and benefits for every budgeted position.
15 What happens during the year, in actuality, might differ from what we plan
16 for in the budget. Different positions might be vacant, different levels of
17 positions might be vacant, the time to fill positions might be different. And
18 so what we've referred to as vacancy savings is a difference between what
19 we budgeted for all the positions and what we're actually spending for all
20 the positions.
21
22 Flores: I understand all of that Ms. Deleon, Barbara. The part that baffles me is
23 that vacancy savings are relied upon to do a budget.
24
25 Deleon: Well, and that's the part that I think we were also referring to with this, the
26 assumptions with this living wage judgment and the very good suggestion
27 to have that be a budget adjustment. I absolutely agree philosophically that
28 we should not be relying on vacancy savings to fund any part of operations,
29 because, yes, fundamentally, what that could imply is that you want to hold
30 positions open. And with the number of approved positions that are
31 required to conduct operations at the level of service that you all have
32 approved, that would not be acceptable. So there is never an intention I
33 think, for a budget to be running or funded by salary savings. It appears,
34 because there was no adjustment made in FY23 for this living wage
35 adjustment, that that's what was happening. That we were relying upon
36 vacancy savings in order to fund those living wage adjustments because a
37 budget adjustment was not made. That's how it appears. Was that your
38 question or concern?
39
40 Flores: Well, you've explained it very clearly. And you explained it in the way that I
41 believe I understood it. So thank you for that. But I do want to say for the
42 record, I do not have credit card debt, and I do not have a housekeeper.
43 Just for the record. I was just saying, as an example of budgeting. Thank
44 you. Thank you so much, everybody.
45
46 Sanchez: Thank you, Councilor Flores. Councilor Corran.

1
2 Corran: Thank you. And I'm hoping I can just quickly sum up sort of the gist of where
3 we might be and where we're headed. One, basically this is not an option
4 for us to approve, more or less. I just want to put it out there that that's
5 what's apparent, because these are already positions that exist and are
6 filled at this rate. So this particular part of the budget is a done deal because
7 we've already committed to doing this right. I'm just trying to clarify what
8 we're talking about here. Okay. So that is something that we committed to
9 that we didn't fund, historically and we must fund now. Right. So I
10 understand that.

11
12 The second part is I would ask if we can plan for at least one or two
13 adjustments to actuals, budget adjustments midyear, that would be very
14 helpful in terms of making sure that these conversations are really clear at
15 the end. And then my last question is really, so we're talking about having
16 unused money to pay for the salary increase. The next item on our agenda,
17 as far as I understand it is about using unused funds for a particular thing.
18 And so I guess I'm not clear on where those unused funds are in all of this
19 and how we are, because it seems like they're going to salaries and wages,
20 but maybe I'm misunderstanding what the next budget item is. So any
21 clarity that you all could provide on that would be really helpful to me,
22 please.

23
24 Sanchez: And Mr. Thacker, I don't know if I can, maybe the way that I've understood
25 this and you can clarify where I can't. At least the \$200,000 for the next
26 agenda item that's coming that's in the reserve funds right now of the
27 ASCMV that we're not touching, that we're not part of the current fiscal year
28 budget. Now going to the cost of living wage adjustment, I think as Ms.
29 Delon was saying, in clarifying where we're covering it but only because of
30 the budget savings that we've had in the current fiscal year budget. So the
31 reserves are being untouched for these to fund the living wage adjustment.
32 So that's the way that I best understood it. Is I correct Mr. Thacker?

33
34 Thacker: Yes, Mr. Chair, that is correct. The next resolution is to access the fund
35 balance to do some cement work. But I do have some discussion on that
36 that we need to address at that time.

37
38 Sanchez: Okay. Hopefully, Council Corran then somewhat, does that answer your
39 question?

40
41 Corran: So the fund balance is not represented in this at all?

42
43 Thacker: Correct. Fund balance is like a savings account put aside. It's not part of
44 our budget.

45
46 Corran: And where does it come from?

1
2 Thacker: It comes from what we don't spend of our budget. So at the end of the year,
3 whatever is leftover goes into the fund balance.
4
5 Corran: Which I guess I have some confusion about how that relates to not spending
6 things like salaries. And if that's going into the fund balance or not, I guess
7 is my persistent question that I don't completely understand.
8
9 Sanchez: And I think the way that I look at it right is that when we balance this budget,
10 we're doing it straight off of revenues we expect for the year versus
11 expenditures we expend for the year. And then in the side, we have the
12 reserve that's there that can fund in the case we have an emergency or
13 something else that's not foreseen. It's an option for us. But if we don't
14 spend it like you think it just goes into the piggy bank, into our cash reserves.
15 And I think that goes back to even the larger question that, not the larger
16 question but the question we had was posed to us at the last meeting, which
17 was around the 1/12th reserve requirement that we currently don't have and
18 whether we should have that to maintain that reserve on the end, or in the
19 fiscal year, every year we should maintain that 1/12th reserve, but we don't
20 currently have that requirement, nor is there any requirement for the
21 ASCMV to have that.
22
23 Gandara: Yes there is.
24
25 Flores: I thought required to have.
26
27 Gandara: We took it out.
28
29 Corran: Sorry. I think clarity would be helpful. Still not clear to me, but I guess it's
30 clear to everyone else, so I am cool.
31
32 Sanchez: So I think if there aren't any other questions. I think what I think kind of
33 where I'm seeing where we stand at the moment, I think we have a couple
34 of options. And I'll be glad to take any other input from the Board. What I
35 see is we can either approve the current budget with the \$14.50 an hour.
36 It's been suggested that we look at the \$15 an hour, so we can either make
37 an amendment to this proposed budget in some sort of fashion to
38 accommodate for that, or, hopefully, or accept the budget with the
39 anticipation that we will fund it with the vacancies which may not be
40 accurately reflected on this budget.
41
42 Macias: Mr. Chairman. Could I just ask Ms. Rubalcaba, just very quickly, if she has
43 done any projections in terms of how much of this current fiscal year's
44 budget, forget all of the additions and everything else, just whatever was
45 budgeted for this year, how much of it will be unspent at the end of this fiscal
46 year?

1
2 Rubalcava: So based off of what we have in Munis, and like I said it may not be what
3 you're seeing here on all the lines, we have done a projection on the
4 beginning balance, and that is based off of what was entered into Munis
5 and what was projected. So it takes into consideration the beginning, FY23,
6 revised beginning balance, and then it puts in projections. So we can see
7 what the end of the year, what the beginning of the year is going to look like.
8 And so I did provide to Clint and Michael that that was in the negative. And
9 that could be due to their projections being off, or it could be due to
10 overspending in FY23. So a budget does, when we provide a fund
11 summary, it's what is currently in the budget. So we have the beginning
12 balance for the budget, and then the expenditures and revenues for that
13 budget, and then any transfers. So when I provide a fund summary to him,
14 it's based off of the budget, that does not mean that that is the actual. The
15 actuals are in Munis, but they are not included in the fund summary
16 necessarily. So as budget adjustments are being done throughout the year,
17 they're then imported into the fund summary. But like I said, it's the budget
18 is what I provided, not necessarily actuals. So there's that little difference
19 where, no I don't have the actuals, we have them in Munis, but it's not
20 projected into it. Does that make sense?

21
22 Macias: Well it does if the actuals don't take into, if you're not aware of what the
23 actuals are, because there are all of these vacancies. And you're saying,
24 you're assuming that the vacancies if they had all been filled, that we would
25 be going into the negative that we would have spent all of the money within
26 this budget, including what was in what I call a reserve, but you call the
27 beginning balance. At the end of each year, because none of the monies
28 that the City or the County give to the Animal Services Center revert back
29 to the institutions, it stays there. So that's what you consider to be the
30 beginning balance. So normally, it's somewhere between \$300,000 to
31 \$400,000.

32
33 Rubalcava: Yes. And so we haven't, I personally when I provided the fund summary to
34 him, I didn't look at the actuals because as I said we look at the budgeted
35 side. Josh Saffell, Accounting Supervisor is here. And he I know had run a
36 report with the actuals. I'm not sure if he has it with him. But I don't know
37 if you remember the exact number with the actuals included.

38
39 Macias: And Mr. Chairman, the reason I'm asking that is that because if the actual
40 spending at the end of this fiscal year gives a balance or a beginning
41 balance of anywhere from \$350,00 to \$500,000 then you can within these
42 numbers pay people \$15 an hour for next year. And if we have any kind of
43 issues with that we can look at it at midyear, because there will not be that
44 pattern. There are vacancy savings. If we are budgeting at 100% knowing
45 that in the long run, we're only spending 80% of the budget, there is more
46 than the capacity to make up that difference. And kind of that's the rub. I

1 think we can accommodate a goal within these figures based on the history
2 of spending within the program.
3
4 Deleon: If I'm sorry, so Chair. Just wanted to clarify, though because Jacqueline,
5 you did say that there was a projection that the ending balance for FY23 for
6 the Animal Services Center was going to be negative.
7
8 Rubalcava: Yes. And so I did, and like I said it could be due to projections. I know there
9 were some issues with some of the projections. So that could be what was
10 skewing it and Clint was going to get with Michael to kind of look into that.
11 But yes, as of yesterday, it was a negative about \$350,000 beginning
12 balance.
13
14 Schaljo-Hernandez: Mr. Chair.
15
16 Sanchez: Commissioner Schaljo-Hernandez.
17
18 Schaljo-Hernandez: Is that in the negative because of the living wage adjustments from
19 FY22 that was not in the budget in 2023?
20
21 Rubalcava: I assume that it was because when you look at the actuals that have been
22 spent versus the budget in some of the salaries they are over budgeted.
23
24 Schaljo-Hernandez: But is that because of the living wage was not in the budget in 2023
25 when it was approved?
26
27 Rubalcava: Yes. If it wasn't budgeted ...
28
29 Schaljo-Hernandez: So that ...
30
31 Rubalcava: Was it revised, then it would have been over.
32
33 Schaljo-Hernandez: Okay. And it was not revised from this Board, correct? Or was it
34 was? It not revised. So that's where those negative numbers are coming
35 from that you're reporting to us.
36
37 Rubalcava: Assuming the projections in Munis are correct. And so the projections are
38 how much are you projecting to spend in FY23.
39
40 Schaljo-Hernandez: Okay, so what was that negative number ballpark range if you
41 remember?
42
43 Rubalcava: For the beginning balance, it was about ...
44
45 Schaljo-Hernandez: The ending balance at the end of the projection.
46

1 Rubalcava: Okay, the projection. So when we ran it, we just ran the beginning balance,
2 which should be the ending balance, but it was about negative \$350,000.
3

4 Schaljo-Hernandez: So with the two living wage adjustments equaling \$450,000 we won't
5 be ending in the negative because of the budget was not approved under
6 FY23 with those two numbers, correct. Two different things. So how do
7 those numbers play into this projection that we're viewing since it wasn't
8 under 2023? That's my question? Is there's a \$362,000 and the \$97,000
9 that we're putting into FY24 but it wasn't in the budget for 2023, so these
10 projections technically will be in the positive at the end of the year, hopefully.
11

12 Deleon: I'm going to jump in, Jacqueline I'm sure, Ms. Rubalcava will be able to say
13 more accurately. I just want to note we cannot submit a negative ending
14 balance to DFA. We will have to address this if it is in fact negative, whether
15 or not it was approved, if it was not budgeted, etc, that would have to come
16 from fund balance or some other means to make sure that we do not end
17 the year negatively for the Animal Services Center. So thank you
18 Jacqueline, I think you were about to say something.
19

20 Rubalcava: No, yes. And that's what I was going to. Yes, so it does have to be updated.
21 So I did express that we needed to either look line by line and make sure
22 that we were projecting correctly or if it really is we're overspending in FY23,
23 then that's something we need to look at as well. But yes, it could be that
24 you know it wasn't revised to include the adjustments in salaries.
25

26 Sanchez: And Mr. Macias, if you don't mind real quick. I just want to make kind of an
27 interesting note. As I'm looking, I missed the last ASCMV meeting on the
28 23rd. But just looking at the budget packet or the packet of that meeting,
29 when I'm looking at the expenditures for salary and benefits, assuming that
30 we're still looking at fiscal year, well the same budget, a level budget from
31 fiscal year 2022, we were right on the budget parameter basically, with
32 salary. We were just hair above on benefits. And so if we're beating that,
33 even with the living wage adjustment, I would think you know we're going to
34 be okay. I mean I think we'll have some potential savings at least, because
35 like I said if we're meeting, if we're right on the budget parameter with these
36 unaudited results, we're not significantly higher. At least I would expect that
37 if we had a living wage adjustment, this would be reflected and we would
38 be higher in our budget in terms of what we would have expanded in the
39 budget parameters for that. So we would be like 75%, 80%. But I don't
40 know, maybe I'm assuming too much. But that's what I see is that I think,
41 going back to that original, the thought what's kept us in our budget has
42 been these vacancies. So County Manager Macias.
43

44 Macias: Again, Mr. Chairman, if there really are some concerns in terms of running
45 over the budget, then obviously the administrator needs to think as to
46 whether he should be filling positions now this last quarter, until they get a

1 better handle of that understanding. But in order to make some progress,
2 Mr. Chairman, and with respect to everyone, I would move that we approve
3 the proposed FY24 budget totaling \$4,533,501. And with the caveat that at
4 our next meeting they come in with the actuals and how much savings,
5 because we can always modify the figure a little bit, if we need to.
6

7 Flores: Mr. Chair.

8
9 Sanchez: Councilor Flores.

10
11 Flores: With all due respect, Judge, City Manager, what else? But it seems to me
12 that it would be best not to approve it with that caveat, because then it gets
13 a little messy. And why approve it if there's still a chance that it's not quite
14 right, and we're anticipating that we could correct it or doing, what would it
15 be called an addendum?
16

17 Macias: Mr. Chairman, it's because we're all moving towards our final budget
18 numbers for both the City and the County. So we really need to know, at a
19 bare minimum, how much the new contribution is going to have to be, the
20 increase, because we're going to have to incorporate it. But we still have
21 time, in terms of, so that we have at least a bookmark to know how much
22 the City and the County have to up their contribution, because we have to
23 factor that in as we're dealing with all of our different department budgets.
24 We're right in the thick of things right now and coming close to submitting at
25 our, I believe our next meeting, or later in April, the preliminary budget that
26 we're proposing to the commission. So it would really be good to know now.
27

28 Flores: Now.

29
30 Macias: I think that that's why we're having this special meeting today.

31
32 Flores: Okay, to assure. It'll be more expeditious to do it this way.
33

34 Macias: Absolutely.
35

36 Flores: Okay.
37

38 Macias: So that's why I'm saying let's go with what we have, because it was I guess,
39 endorsed by the executive committee. I've heard some of the discussion.
40 I don't think, well I can get final answers to some of my questions. But it
41 shouldn't take that long, but at least I can go back and factor in how much
42 we're going to be recommending to the County Commission as a whole, the
43 increase for the budget.
44

45 Flores: Thank you for the explanation.
46

1 Macias: Certainly.
2
3 Flores: Thank you very much. Thank you, Mr. Chair.
4
5 Sanchez: Thank you, Councilor Flores. Okay, given that, are there any last
6 questions? I know we have a motion and a second.
7
8 Macias: There is a second, good.
9
10 Sanchez: That's correct. So we had a motion, and a second by Councilor Corran to
11 begin the discussion. So the motion was, had a motion by Commissioner
12 Schaljo-Hernandez, and a second by Councilor Corran to approve the fiscal
13 year 2024 budget. If there are no other comments or questions, then I'll ask
14 for a roll call please.
15
16 Baum: Board Member Macias.
17
18 Macias: Yes.
19
20 Baum: Thank you. Board Member Flores.
21
22 Flores: Yes.
23
24 Baum: Board Member Corran.
25
26 Corran: Yes.
27
28 Baum: Board Member Schaljo-Hernandez.
29
30 Schaljo-Hernandez: Yes.
31
32 Baum: Board Member Gandara.
33
34 Gandara: Yes.
35
36 Baum: Chair Sanchez.
37
38 Sanchez: Yes.
39
40 Baum: Passes.
41
42 Sanchez: Thank you.

43
44
45 **2. Resolution 2023-02: A Resolution to Accept the ASCMV FY24 Budget**
46

1 Sanchez: Okay, we are on to agenda item 3-2, which is resolution 2023. It's a
2 resolution to authorize the use of funds from the ASCMV fiscal year 2023
3 fund balance. If we can get a motion and a second to begin discussion
4 please.
5
6 Flores: So moved.
7
8 Schaljo-Hernandez: Second.
9
10 Sanchez: I have a motion by the Council Flores, seconded by Commissioner Schaljo-
11 Hernandez:. Mr. Thacker, please.
12
13 Thacker: Thank you very much. I request that the Board table this item until further
14 notice. There was an issue with the fund balance of how much is actually
15 in it. We were told from the budget department that it was \$440,000, and
16 that was based off of another, I'm sure Jacqueline will be able to explain
17 that more to us. But it was based off of the beginning balance and usage.
18 We have already utilized some of it. So there's not enough to even do the
19 cement project of \$350,000. In addition, we're also working with County to
20 see how much they can do to help us out. And there's also a change in the
21 plan for cement work as well. So we met yesterday with the County out on
22 site, we came up with an entirely different plan, a possibility of what to do,
23 and which we hope is going to be cheaper or more fiscally responsible, you
24 could say. So I don't even know how much to ask for at this point for
25 approval.
26
27 Sanchez: So if we, would we be having some sort of, will we have additional details
28 to possibly approve on the meeting on the 27th?
29
30 Thacker: Yes, sir.
31
32 Sanchez: Okay. Mr. Macias.
33
34 Macias: Mr. Chairman, I would move that we table this item until that meeting.
35
36 Sanchez: Okay, so there's a motion to table the agenda item.
37
38 Corran: Second.
39
40 Flores: Second.
41
42 Sanchez: Okay. Thank you. We have a second by Councilor Flores.
43
44 Flores: Corran, we both.
45

1 Sanchez: Okay. All right. Then we have a motion to table the agenda item. If we can
2 have a roll call, please.
3
4 Baum: Board Member Macias.
5
6 Macias: Yes.
7
8 Baum: Thank you. Board Member Flores.
9
10 Flores: What? What are we voting on?
11
12 Baum: We're tabling.
13
14 Sanchez: We have a motion to table to table the agenda item.
15
16 Flores: Yes.
17
18 Baum: Thank you. Board Member Corran.
19
20 Corran: Yes.
21
22 Baum: Board Member Schaljo-Hernandez.
23
24 Schaljo-Hernandez: Yes.
25
26 Baum: Gandara.
27
28 Gandara: Yes.
29
30 Baum: Chair Sanchez.
31
32 Sanchez: Yes.
33
34 Baum: Thank you.
35
36 **IV. Adjournment (10:38 a.m.)**
37
38 Sanchez: All right. So we've reached the end of our agenda for the special board
39 meeting. So if I can get a motion and a second to adjourn.
40
41 Corran: So moved.
42
43 Flores: Second.
44

1 Sanchez: We have a motion by Councilor Corran and second by Councilor Flores. If
2 there are no objections we'll call this meeting adjourned at 10:38 a.m. Thank
3 you all for joining us on this Good Friday.
4

5 BOARD OF DIRECTORS
6

7
8 _____
9 Manuel Sanchez, Chairperson

10
11 _____
12 Kasandra Gandara, Vice-Chair

13
14 _____
15 Becky Corran, Board Member

16
17 _____
18 Yvonne Flores, Board Member

19
20 _____
21 Fernando Macias, Board Member

22
23 _____
24 Christopher Schaljo-Hernandez, Board Member

25
26 _____
27 Barbara DeLeon, Ex Officio Member

28
29 _____
30 Mary Lou Ward, Ex Officio Member

31
32 ATTEST:
33
34
35

36
37 _____
38 Amanda Lopez Askin, County Clerk
39
40
41
42
43
44
45

MEMORANDUM

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

From: Josie Trevino, Comptroller

Initials: JT

Date: April 13, 2023

Subject: Animal Service Center of the Mesilla Valley Unaudited Financial Report for March 31, 2023.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended March 31, 2023. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$3,449 in the General Fund. Total assets were \$667,540. Accrued payroll liabilities ended at \$114,800. Total liabilities were \$367,219. The unassigned fund balance was \$300,321.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$3,007,583 which is 71.9% of budget. YTD operating expenditures were \$2,993,186 which is 69.3% of budget. The operating income for the period was \$14,397.
- Operating revenues were at 71.9% due to various charges for services under performing when compared to expected budget values. Insurance expenditures were at 87.8% of budget due to pre-payment of premiums, salaries were at 79.2% of budget, and benefits were at 82.2% of budget. All other expenditures were below the budget parameter of 75.0%.
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

CC: Josh Saffell, Accounting Supervisor

Initials: JS

**Animal Service Center of the Mesilla Valley
Statement of Net Position
March 31, 2023 (Unaudited)**

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 3,449	\$ 81,987	\$ -	\$ 85,436
Accounts receivable	664,091	-	-	664,091
Total Current Assets	<u>667,540</u>	<u>81,987</u>	<u>-</u>	<u>749,527</u>
Capital Assets				
Equipment, net of accum depr	-	-	216,901	216,901
Total Capital Assets	<u>-</u>	<u>-</u>	<u>216,901</u>	<u>216,901</u>
Total Assets	<u><u>667,540</u></u>	<u><u>81,987</u></u>	<u><u>216,901</u></u>	<u><u>966,428</u></u>
Liabilities				
Current Liabilities				
Accounts payable	739	-	-	739
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	114,800	-	-	114,800
Revenue collected in advance	251,680	-	-	251,680
Total Current Liabilities	<u>367,219</u>	<u>-</u>	<u>-</u>	<u>367,219</u>
Fund Balance				
Restricted	-	81,987	-	81,987
Unassigned	300,321	-	216,901	517,222
Total Fund Balance	<u>300,321</u>	<u>81,987</u>	<u>216,901</u>	<u>599,209</u>
Total Liabilities and Fund Balance	<u><u>\$ 667,540</u></u>	<u><u>\$ 81,987</u></u>	<u><u>\$ 216,901</u></u>	<u><u>\$ 966,428</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 March 31, 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	25,558	48.2%
Pet micro-chip	30,292	13,007	42.9%
Onsite adoptions	90,000	83,793	93.1%
Return to owner-DAC	15,806	13,200	83.5%
Return to owner-CLC	25,792	19,766	76.6%
Spay/neuter	79,349	23,360	29.4%
Dona Ana County	1,750,000	1,351,545	77.2%
City of Las Cruces	1,750,000	1,377,727	78.7%
City of Anthony	6,000	2,900	48.3%
Donations & memorials	25,052	39,507	157.7%
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	14,058	67.0%
Investment income	-	6,960	100.0%
Total revenues	<u>4,181,375</u>	<u>3,007,583</u>	71.9%
Expenditures			
Salary	1,957,968	1,550,353	79.2%
Benefits	646,022	530,709	82.2%
Temp agency services	33,331	18,697	56.1%
Repairs and maintenance	48,488	12,258	25.3%
Services	929,630	453,676	48.8%
Supplies	366,539	191,636	52.3%
Insurance	63,840	56,051	87.8%
Other	44,326	29,436	66.4%
Capital outlay	227,706	150,370	66.0%
Total expenditures	<u>4,317,850</u>	<u>2,993,186</u>	69.3%
Net income (loss)	<u>(136,475)</u>	<u>14,397</u>	
Transfer to capital from operations	(21,000)	(15,750)	
Net change in Fund Balance	<u><u>\$ (157,475)</u></u>	<u><u>(1,353)</u></u>	
Beginning Fund Balance		<u>301,674</u>	
Ending Fund Balance		<u><u>\$ 300,321</u></u>	

BUDGET PARAMETER	75.0%
-------------------------	--------------

**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 March 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	123,593	88,869	71.9%
Benefits	53,612	40,458	75.5%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	40,500	16,622	41.0%
Supplies	3,125	537	17.2%
Insurance	-	-	0.0%
Other	3,938	2,575	65.4%
Capital outlay	<u>136,475</u>	<u>136,475</u>	100.0%
Total expenditures	<u>361,243</u>	<u>285,536</u>	79.0%

**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 March 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	570,262	360,457	63.2%
Benefits	153,663	117,860	76.7%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	397,928	143,433	36.0%
Supplies	65,846	3,379	5.1%
Insurance	-	-	0.0%
Other	16,500	7,477	45.3%
Capital outlay	<u>83,731</u>	<u>7,095</u>	8.5%
Total expenditures	<u>1,287,930</u>	<u>639,701</u>	49.7%

**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 March 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	722,085	708,099	98.1%
Benefits	252,139	218,281	86.6%
Temp agency services	33,331	18,697	56.1%
Repairs and maintenance	48,488	12,258	25.3%
Services	36,345	84	0.2%
Supplies	212,256	132,202	62.3%
Insurance	-	-	0.0%
Other	22,888	19,140	83.6%
Capital outlay	7,500	6,800	90.7%
Total expenditures	<u>1,335,032</u>	<u>1,115,561</u>	83.6%

**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 March 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	542,028	392,928	72.5%
Benefitis	186,608	154,111	82.6%
Repairs and maintenance	-	-	0.0%
Services	454,857	293,536	64.5%
Supplies	85,313	55,518	65.1%
Insurance	63,840	56,051	87.8%
Other	1,000	244	24.4%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,333,646</u>	<u>952,388</u>	71.4%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance as of March 31, 2023 (Unaudited)**

General Fund 7440	Revised Budget	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	Total	Actual/Bgt %
Revenues												
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	1,491	25,558	48.2%
Pet micro-chip	30,292	770	3,242	1,060	725	480	2,680	885	1,995	1,170	13,007	42.9%
Onsite adoptions	90,000	2,205	2,725	18,745	9,299	12,489	2,935	15,380	9,420	10,595	83,793	93.1%
Return to owner-DAC	15,806	2,440	1,950	1,135	993	800	1,138	2,585	1,310	849	13,200	83.5%
Return to owner-CLC	25,792	1,545	2,075	2,360	2,220	1,425	2,250	2,440	2,091	3,360	19,766	76.6%
Spay/neuter	79,349	2,385	3,000	2,915	2,655	2,065	2,055	3,325	2,175	2,785	23,360	29.4%
Dona Ana County	1,750,000	319,000	102,818	132,818	132,819	132,818	132,818	132,818	132,818	132,818	1,351,545	77.2%
City of Las Cruces	1,750,000	385,000	124,091	124,091	124,091	124,091	124,091	124,090	124,091	124,091	1,377,727	78.7%
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	1,080	39,507	157.7%
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	1,656	14,058	67.0%
Investment income	-	-	-	(9,789)	-	-	11,880	2,170	788	1,910	6,960	100.0%
Total revenues	4,181,375	719,813	259,362	289,774	289,716	290,962	295,562	289,835	290,754	281,805	3,007,583	71.9%
Expenditures												
Salary	1,957,968	83,319	155,741	245,137	162,394	162,361	160,462	165,814	169,081	246,044	1,550,353	79.2%
Benefits	646,022	29,352	53,784	84,115	56,178	55,204	54,945	56,777	57,424	82,930	530,709	82.2%
Temp agency services	33,331	-	15,125	-	2,735	-	-	-	-	837	18,697	56.1%
Repairs and maintenance	48,488	1,300	87	2,385	1,833	1,423	194	445	1,391	3,200	12,258	25.3%
Services	929,630	19,176	49,697	60,292	38,504	69,319	38,206	65,092	60,241	53,149	453,676	48.8%
Supplies	366,539	2,115	13,497	17,954	15,379	22,627	18,647	58,298	14,397	28,722	191,636	52.3%
Insurance	63,840	1,305	33,061	8,327	3,168	1,909	1,909	4,463	1,909	-	56,051	87.8%
Other	44,326	1,349	3,393	6,784	2,094	1,857	2,156	2,471	3,537	5,796	29,436	66.4%
Depreciation	-	-	-	-	-	-	-	-	-	-	-	0.0%
Capital outlay	227,706	-	-	-	7,095	6,800	101,244	35,231	-	-	150,370	66.0%
Total expenditures	4,317,850	137,916	324,385	424,994	289,380	321,500	377,763	388,591	307,980	420,678	2,993,186	69.3%
Net Operating Income (Loss)	(136,475)	581,897	(65,023)	(135,220)	336	(30,538)	(82,201)	(98,756)	(17,226)	(138,873)	14,397	
Transfers	(21,000)	-	-	-	-	(8,750)	(1,750)	(1,750)	(1,750)	(1,750)	(15,750)	
Net Change in Fund Balance	\$ (157,475)	\$ 581,897	\$ (65,023)	\$ (135,220)	\$ 336	\$ (39,288)	\$ (83,951)	\$ (100,506)	\$ (18,976)	\$ (137,123)	\$ (1,353)	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of March 31, 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 03312023

Final Audit Report

2023-04-20

Created:	2023-04-20
By:	Liam Beasley (lbeasley@las-cruces.org)
Status:	Approved
Transaction ID:	CBJCHBCAABAAW_GClb-QTgEqRilCo03jBQzrJMjP0lzL

"ASCMV FS 03312023" History

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Animal Services Center of the Mesilla Valley

Monthly Statistics Report-March 2023

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	63	7	1		3					74
Returned Adoptions	3	1								4
Seized/Welfare Hold	25	3								28
Strays (brought in by the public)	50	28								78
Strays (brought in by Animal Control)	115	86	1				1			203
Wildlife										0
Subtotal City of Las Cruces	256	125	2	0	3	0	1	0	0	387
Doña Ana County										
Owner Surrender	42	1			1					44
Returned Adoptions	1	1								2
Seized/Welfare Hold	3	0								3
Strays (brought in by the public)	46	6								52
Strays (brought in by Animal Control)	177	73	1							251
Wildlife										0
Subtotal Doña Ana County	269	81	1	0	1	0	0	0	0	352
Anthony, NM	29	8								37
Hatch	3	0								3
Mesilla	2	0								2
Sunland Park	5	1								6
WSMR	0	0								0
Born In Care	0	3								3
Community Cats										0
Jurisdiction Unknown/Other										0
Transfers In										0
Total Intake	564	218	3	0	4	0	1	0	0	790

	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										0
Medical - Neurological										0
Medical - Organ Failure										0
Medical - Parvo - Exposed	1	0								1
Medical - Parvo - TX	0	0								0
Medical - Parvo - Non TX	78	0								78
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX	9	1								10
Medical - Respiratory Signs - Non TX	28	5								33
Medical - Ringworm										0
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	1								2
Severe Injuries - General	2	7	1							10
Severe Injuries - Hit By Car	2	1								3
Space - Behavior										0
Space - General										0
Space - Medical	3	0								3
Wildlife - Nuisance										0
Subtotal Euthanized	180	41	1	0	0	0	0	0	0	222
Euthanasia Rate	31.9%	18.8%	33.3%	na	na	na	na	na	na	28.1%
Total Outcome	628	242	3	0	8	0	1	0	0	882
Grand Total	Intake*	218	3	0	4	0	1	0	0	790
Outcome*	628	242	3	0	8	0	1	0	0	882
Statistics	Live Release Rate	67.9%	82.5%	66.7%	100.0%	na	100.0%	na	na	72.5%
Euthanized, Expired in Care, DOA	186	41	1	0	0	0	0	0	0	228
Average Intake/day	18.2	7.0	0.1	0.0	0.1	0.0	0.0	0.0	0.0	25.5
Average Outcome/day	20.3	7.8	0.1	0.0	0.3	0.0	0.0	0.0	0.0	28.5
Average Euthanizations/day	5.8	1.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.2
Average RTO/day	3.7	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.9
Average Adoptions/day	3.3	1.2	0.1	0.0	0.2	0.0	0.0	0.0	0.0	4.8

**ASCMV Website Page Views -- 40,570 **ASCMV Instagram -- 33,985 people reached; 152,947 impressions; 154 ad clicks
**ASCMV Facebook Page Views -- 12,284 **ASCMV Snapchat -- 591 swipe ups

**No ads run in January



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2023-03**

A RESOLUTION AUTHORIZING THE GOVERNING BOARD FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO APPROVE THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2022.

The governing board of the Animal Services Center of the Mesilla Valley (ASCMV) is informed that:

WHEREAS, the financial statements of the ASCMV have been audited by PATTILLO, BROWN & HILL, LLP for the year ending June 30, 2022; and

WHEREAS, on April 6, 2023 the Office of the State Auditor received the ASCMV Audit Report submitted by PATTILLO, BROWN & HILL, LLP on behalf of the Animal Services Center of the Mesilla Valley; and

WHEREAS, the Office of the State Auditor has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC; and

WHEREAS, on April 17, 2023 The Office of the State Auditor released the audit report as shown in Exhibit A; and

WHEREAS, The ASCMV Annual Financial Audit Report for the year ending June 30, 2022 is hereby presented for approval by the governing board of the ASCMV.

PASSED AND APPROVED this 27th day of April, 2023.

Board Chairperson

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



State of New Mexico Office of the State Auditor

Via Email

April 17, 2023

SAO Ref. No. 4065

City of Las Cruces
Animal Service Center of Mesilla Valley

ldemouche@las-cruces.org

Re: Authorization to Release FY2022 Animal Service Center of Mesilla Valley Audit Report

The Office of the State Auditor (OSA) received the audit report for your agency on 4/6/2023. The OSA has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC. This letter is your authorization to make the final payment to the Independent Public Accountant (IPA) who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the OSA. Once the five-day period has expired, or upon the OSA's receipt of a written waiver:

- the OSA will send the report to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the OSA will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per 2.2.2.10.M(4) NMAC, at a meeting held in accordance with the Open Meetings Act, if applicable.

The IPA's findings and comments are included in the audit report on page 55. It is ultimately the responsibility of the governing authority of the agency to take corrective action on all findings and comments.

Sincerely,

Joseph M. Maestas, P.E.
State Auditor

cc: Pattillo, Brown & Hill, LLP

ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

RESOLUTION NO. 2023-04

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE FY2024 BUDGET. ADJUSTMENTS INCLUDE UPDATING THE MINIMUM WAGE ADJUSTMENT FROM \$14.50 PER HOUR TO \$15.00 PER HOUR AND INCREASE EXPENSES BY \$24,537 FROM \$4,533,501 TO \$4,558,038.

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

WHEREAS, the authority for the ASCMV of the City of Las Cruces (City), a New Mexico corporation, and Dona Ana County (County), New Mexico political subdivision, has prepared its budget for the period of July 1, 2023 through June 30, 2024; and

WHEREAS, the ASCMV is responsible for all new equipment purchases, operating and maintenance expenses; and

WHEREAS, it is in the best interest of the ASCMV for the Board to approve this resolution and the corresponding July 1, 2023 through June 30, 2024 budget as reflected in Exhibit "A" attached hereto.

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

I.

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 FY24 budget for the ASCMV.

II.

THAT, the budget adjustments reflected in Exhibit "A" attached hereto and made part of this resolution is hereby adopted.

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 27th day of April, 2023.

Manuel Sanchez, Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Manuel Sanchez, Chair _____ yea _____ nay

Kasandra Gandara, Vice-Chair _____ yea _____ nay

Becky Corran, Member _____ yea _____ nay

Yvonne Flores, Member _____ yea _____ nay

Christopher Schaljo-Hernandez, Member _____ yea _____ nay

Barbara De Leon, Ex-Officio Member _____ yea _____ nay

Mary Lou Ward, Ex-Officio _____ yea _____ nay

ATTEST:

Amanda Lopez Askin, Ph. D., County Clerk

REVENUE ACCOUNT DESCRIPTION	FY23 Appropriation	Adjustments	FY24 Proposed Budget
PET LICENSES	\$0	\$0	\$0
VACCINATIONS	53,010	0	53,010
PET MICRO-CHIP	30,292	0	30,292
ONSITE ADOPTIONS	90,000	0	90,000
DAC RETURN TO OWNER	15,806	0	15,806
CLC RETURN TO OWNER	25,792	0	25,792
SPAY/NEUTER	79,349	0	79,349
ANIMAL SHELTER SERVICES	6,407	6,000	12,407
DONA ANA COUNTY	1,750,000	310,453	2,060,453
City of Las Cruces	1,750,000	310,453	2,060,453
CITY OF ANTHONY	6,000	0	6,000
SUNLAND PARK	2,858	0	2,858
VILLAGE OF HATCH	335	0	335
DONATIONS & MEMORIALS	25,052	0	25,052
OTHER REVENUE	14,566	0	14,566
PET LICENSES - CLC/County	14,389	(14,389)	0
LOCAL & OTHER GRANT Funds	0	0	0
Fund Balance Transfer		75,000	75,000
Operating Revenue	\$3,870,523	\$687,514	\$4,558,038

EXPENSE ACCOUNT DESCRIPTION	FY23 Original Appropriation	Increase Over FY23 Budget	Proposed FY24 Budget
ADMINISTRATIVE SALARIES	\$549,055	-\$88,308	\$460,747
CLASSIFIED	1,224,498	565,901	1,790,399
CONTRACT EMPLOYEES	132,000	-35,000	97,000
STANDBY PAY	3,500	2,520	6,020
SCHEDULED OVERTIME	48,915	53,085	102,000
FICA MEDICARE	31,224	4,377	35,601
FICA SOCIAL SECURITY	130,007	22,221	152,228
PERA	272,166	118,971	391,137
DENTAL INS	11,118	5,868	16,986
HEALTH INS	152,402	77,254	229,656
WORKERS COMPENSATION	612	-4	608
CELL PHONE STIPEND	3,180	960	4,140
VEHICLE ALLOWANCE	3,600	0	3,600
LIFE AND DISABILITY INS	3,152	68	3,220
RETIREMENT HEALTH CARE INS	38,560	17,719	56,279
Subtotal Personnel Services	\$2,603,990	\$745,631	\$3,349,622

Exhibit A

EXPENSE ACCOUNT DESCRIPTION	FY23 Original Appropriation	Increase Over FY23 Budget	Proposed FY24 Budget
SUPPLIES GENERAL	\$175,465	\$2,546	\$178,011
SOFTWARE	\$0	2,000	2,000
ADVERTISING	49,899	3,101	53,000
POSTAGE AND FREIGHT	2,500	0	2,500
AWARDS	400	0	400
MEDICAL SUPPLIES	216,000	-66,000	150,000
SAFETY SUPPLIES	225	0	225
MINOR EQUIPMENT	78,539	-22,597	55,942
SHOP SUPPLIES & MATERIALS	200	0	200
UNIFORMS & SAFETY WEAR APPAREL	9,600	1,500	11,100
ELECTRICITY	42,000	6,000	48,000
GENERAL UTILITY SERVICES	28,000	4,000	32,000
TELEPHONE & CELL PHONES	24,500	0	24,500
AUDITING & FINANCIAL SERVICES	15,000	0	15,000
MEMBERSHIP & DUES	2,500	0	2,500
PROFESSIONAL/TECHNICAL SERVICE	56,900	0	56,900
TEMP AGENCY SERVICES	54,331	-29,331	25,000
PURCHASED SERVICES GENERAL	144,010	26,490	170,500
VEHICLE REPAIR & MAINTENANCE	16,274	-6,274	10,000
FUEL	6,517	1,483	8,000
MAINTENANCE & REPAIRS	24,214	0	24,214
BUILDING RENTALS	1,000	0	1,000
TRAVEL	2,188	3,500	5,688
TRANSPORTATION	21,688	3,312	25,000
REGISTRATION/CONFERENCE FEES	14,000	-4,200	9,800
ADMINISTRATIVE CHARGES	215,000	5,000	220,000
LIABILITY INSURANCE PREMIUMS	29,413	4,087	33,500
UNEMPLOYMENT COMPEN PREMIUMS	4,200	1,500	5,700
WORKERS COMP INS PREMIUMS	25,095	2,905	28,000
FOOD & BEVERAGE	1,425	1,000	2,425
LICENSES/PERMITS/CERTIFICATION	5,200	700	5,900
AUDIO/MAGAZINE/PERIODICAL/BOOK	250	0	250
TRAINING MATERIALS	0	1,161	1,161
TUITION REIMBURSEMENT	0	0	0
ROLLING EQUIPT	0	0	0
BUILDING/BUILDING IMPROVEMENTS	136,475	0	0
GRANT FUNDING	280,853	-130,853	150,000
Subtotal Non-Personnel Services	\$1,266,533	(\$58,117)	\$1,208,416
Subtotal Personnel Services	\$2,603,990	\$745,631	\$3,349,622
Subtotal Non-Personnel Services	1,266,533	(58,117)	1,208,416
ASCMV TOTAL	\$3,870,523	\$687,514	\$4,558,038