



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

AGENDA

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Thursday, December 12th, 2019 at 9am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

- I. Call to Order & Pledge of Allegiance**
- II. Roll Call of ASCMV Board Members and Determination of Quorum**
- III. Changes to Agenda and Approval of Agenda**
- IV. Minutes**
 - a. Approval of the Minutes from the regular ASCMV Board Meeting held November 14th, 2019.
- V. Pursuant to Section 10-15-1(J), NMSA 1978:** The only matter discussed during the closed session held on November 14th, 2019 was the annual performance review of the Director of the Animal Services Center of the Mesilla Valley. No action was taken.
- VI. Reports/Presentations**
 - a. City and County ACO Reports – City Animal Control and County Animal Control
 - b. Shelter Statistics/Activities – Clint Thacker
 - c. Committee Reports
 1. Finance – David Dollahon, Committee Chair
 2. Executive – Lynn Ellins, Committee Chair
 3. Facilities – Greg Smith, Committee Chair
 - a. New Animal Shelter Update – ASA Architects
 - d. Zero In 7 Update
- VII. Action Items**
 - a. Resolution 2019-11_Request For Review of ASCMV JPA by City and County
 - b. Resolution 2019-12_Contract Amendment for the ASCMV Executive Director
 - c. Resolution 2019-13_Approve the ASCMV 2020 Holiday/Closure Schedule
 - d. Resolution 2019-14_ASCMV Reasonable Notice of Meetings
- VIII. Public Input**
- IX. Chair and Board Comments**
- X. Adjournment**

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **November 14, 2019 at 9:00 a.m.**

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6 **BOARD MEMBERS PRESENT:**

7 Lynn Ellins - Chairman
8 Jack Eakman - Vice-Chair
9 Kasandra Gandara - Board Member (arrived 9:09)
10 Gregory Z. Smith - Board Member
11 David Dollahon - Ex-Officio Member
12 Mary Lou Ward - Ex-Officio Member (departed (9:26))

13
14 **BOARD MEMBERS ABSENT:**

15 Ramon S. Gonzalez - Board Member
16 Manuel Sanchez - Board Member

17
18 **I. Call to Order & Pledge of Allegiance (9:02 PM)**

19
20 Ellins: Good morning. It's 9:00 on November 14th. Board Member Eakman would
21 you lead the Pledge of Allegiance please?

22
23 ALL STAND FOR PLEDGE OF ALLEGIANCE.

24
25 **II. Roll Call of ASCMV Board Members and Determination of Quorum**

26
27 Ellins: Madam Clerk would you call the roll please?

28
29 Baum: Board Member Ward.

30
31 Ward: Present.

32
33 Baum: Board Member Dollahon.

34
35 Dollahon: Here.

36
37 Baum: Board Member Gonzales is absent. Board Member Smith.

38
39 Smith: Here.

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41 Baum: Board Member Sanchez is absent. Board Member Gandara is absent.
42 Board Member Eakman.

43
44 Eakman: Present.

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46 Baum: Chairman Ellins.

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Ellins: Not absent.

III. Changes to Agenda and Approval of Agenda

Ellins: I just got a call from Board Member Kassandra. She'll be about 10 minutes late. Clint are there any changes to the agenda? Good.

IV. Minutes

A. Approval of the Minutes from the regular ASCMV Board Meeting held October 24, 2019

Ellins: May I have a motion to approve the minutes from the October 24th meeting please?

Smith: So moved.

Eakman: Second.

Ellins: Is there discussion? Does any Board Member wish to pull an item from the agenda or correct the minutes? Call the roll please.

Baum: Board Member Ward.

Ward: Here.

Baum: Yes.

Ward: Yes.

Baum: Thank you. Board Member Smith.

Smith: Yes.

Baum: Board Member Eakman.

Eakman: Yes.

Baum: Chairman Ellins.

Ellins: Yes.

V. Reports/Presentations

A. City and County ACO Reports - City and County Animal Control

1
2 Ellins: We will now have the ACO reports.
3
4 Lawrence: Good morning Council.
5
6 Baum: Could you state your name for the record please?
7
8 Lawrence: I'm William Lawrence. Senior Animal Control for Doña Ana County.
9
10 Dollahon: If you hit the F5 button it'll launch the, I think you're going to have to enable
11 editing up there at the top. It works.
12
13 Lawrence: Okay this will be our report for October stats for 2019. So we picked up 312
14 total animals for the month. We ended up taking 259 of them to the Animal
15 Services Center of Mesilla Valley. Of those animals that we picked up 20
16 were owner release dogs. We had no owner release cats. We had 135
17 stray dogs, 92 stray cats, four care and maintenance, five injured animals,
18 and three at the Animal Service Center for rabies quarantines. For the
19 animals that are not accounted for we had no livestock calls, 12 snakes,
20 and we picked up 28 dead animals. We had 13 animals held at our court
21 hold facility pending legal proceedings. So that would leave us with the total
22 of 259 at the Animal Service Center.
23 For October we returned 80 animals in the field. We scanned a total
24 of 291 animals and of course the animals that weren't scanned were
25 snakes, livestock, vicious animals, dead animals, and we get a lot of feral
26 cats that we don't scan often because of the risk for us as officer safety. In
27 those animals we found 54 microchips. We were able to trace 22 ID's and
28 we had four visible tags that we were able to use.
29
30 Ellins: How did you trace the 22 ID's?
31
32 Lawrence: The ID's would be either rabies tags, usually they're rabies tags or the little
33 name tags that people make and put them on their collars for dogs.
34
35 Ellins: What about the visible ID tags then? What are those?
36
37 Lawrence: It's pretty much interchangeable. It's the rabies tags, name tags.
38
39 Ellins: Okay. Return to owners, how do we compare year to date this year to last
40 year if you know?
41
42 Lawrence: So year to date we have a total of 795. I don't know what our numbers were
43 for September or August.
44
45 Ward: If I could step in on that. It's going to be a lower number than last year only
46 because we have lower numbers of boots on the ground in the field

1 compared to last year. And so therefore we have lower numbers of return
2 to owners.

3
4 Ellins: Thank you.

5
6 Lawrence: So the types of calls we responded to service for. We responded to 975
7 calls for the month. We had 15 animal control cases that went to court. Of
8 those 15 cases we had 35 charges which resulted in 55 regular hours plus
9 we did 14.5 hours of overtime within those court appearances. We had five
10 warrants that were issued for no show. We had one plead and eight
11 continuances as well as one deferred sentence.

12 For the types of calls we had 50 injured calls. We ended up
13 responding to 10 cruelty calls, 59 vicious animal calls, 26 bite calls. We also
14 had, for our field education and compliance we were able to come into
15 compliance with 80 licensing and microchips as well as 53 permits. We had
16 79 confirmed rabies vaccination certificates as well as 79 care and
17 maintenance or ordinance violations.

18 So for our spay and neuter projects our original Doña Ana project
19 we've had an hour including, so we moved out of the Doña Ana project and
20 now we're doing County wide. So within this spay and neuter project we've
21 had a total of 1,695 residents. We've handed out 177 certificates and within
22 those certificates we've had a total of 402 animals. We had 62 reported
23 sterilized animals and so the last report for September was 140 animals that
24 are spayed or neutered. That's what we have received back from the
25 Spay/Neuter Action Program.

26 For our educational outreach programs and our ACES projects as
27 well as our new saturation program that we're doing in Chaparral we have
28 visited 80 properties. We picked up a total of 17.14 tons of trash in the
29 Cleanup with Carlos days. And within our new saturation program it started
30 on November 3rd. It's only in the Chaparral area as of right now and as we
31 continue to clean up the area we will move around to different communities
32 within Doña Ana County.

33
34 Ellins: Is it that dirty in Chaparral?

35
36 Lawrence: It's pretty bad sir.

37
38 Ellins: Trash mostly I assume.

39
40 Lawrence: We get a lot of trash, codes complaints, as well as animals, a lot of stray
41 animals, care and maintenance calls. It's one of our higher areas for
42 service.

43
44 Ward: There will be a news release going out on that and that project is titled
45 Operation Community Sweep. So it will not be, you know confused with the
46 ACES project.

1
2 Lawrence: That's correct. It will be Operation Community Sweep. It's a different project
3 than what we're doing with ACES project every month. And those days we'll
4 be in that target area Tuesday, Wednesday, Thursday every week.
5 For our news for the month we have gone back to our winter hours.
6 It started November 3rd and will go until March 2020 when time changes
7 again. Our hours will be from 7:00 in the morning to 7:00 in the afternoon
8 Sunday through Saturday, every day of the week. With our new hours we'll
9 be able to provide overlapping coverage for our officers and allow us for
10 more boots on the ground as well as more officers on duty during the peak
11 hours. So it'll allow us to have the time to be in the field and out of the field
12 doing our paperwork and court, you know all that kind of stuff. So this will
13 allow us to have the coverage needed in the target hotspot areas during the
14 saturation and cleanup projects.
15
16 Ellins: Let the record show that Board Member Kassandra is here now.
17
18 Lawrence: Do we have any questions for me on behalf of the County?
19
20 Eakman: Mr. Chair. Yes I do. What I've not heard about in a long time sitting here
21 are court ordered euthanasias and I noticed you have quite a few animals
22 like 13 or 15 in County hold. Recently have any of those been court ordered
23 euthanasias and if so how are they handled?
24
25 Lawrence: Yes sir. We haven't had any court ordered euthanasias probably, let me
26 think, probably since the beginning of the year.
27
28 Ward: Our last ordered court order euthanasia was when Dr. Beth was here. We
29 have not had to have anything since then because we've been working hand
30 in hand with Clint and we've not had to do that. But those that were seen
31 on those statistics that we've been providing have only been bite
32 quarantines and what not or animals that we've had to pick up under a
33 warrant for other reasons. None of them have been euthanized.
34
35 Eakman: So there has been no real procedure change?
36
37 Lawrence: No sir.
38
39 Ward: No.
40
41 Eakman: Thank you.
42
43 Lawrence: Anything else? Thank you guys. You guys have a good rest of your day.
44
45 Jimenez: Good morning Board. My name is Gino Jimenez. I'm the Animal Control
46 Supervisor for City of Las Cruces. I'm going to present to you my October

1 2019 numbers. And before I begin on this, this will be the last time that you
2 see this report in this format because I took the request that Board Member
3 Gandara and Board Member Eakman requested in the last meeting.
4 However, I have to compile all that information for November in November
5 so that'll be in my December report for November. So this will be the last of
6 this format.

7 For the month of October we responded to 562 calls for strays. Out
8 of those 310 were GOA, meaning the officer had no contact with that animal.
9 We were able to apprehend 250. 219 of those went to the Shelter, 111
10 were dogs, 108 were cats. We were successful in field RTO-ing 33 dogs
11 and unsuccessful in field RTO-ing 47 of those. Those are animals that had
12 some sort of ID. We knew where they belonged however we were
13 unsuccessful, meaning nobody was home, for some reason the animal
14 wasn't left at home. So for a total of 80 identifiable animals.

15 If you look at our three year comparison, here we are for our reported
16 strays. Still pretty good consistency. For the year that puts us at 4,520
17 reported strays which is our average. And if you look at our three year field
18 RTO comparison we had an obvious raise from last month to this month but
19 for a total of about 300 for the year, 300 field RTO's for the year. And with
20 that I will stand for any questions.

21 Just so that I can add something else on there. I know that Councilor
22 Eakman and Councilor Gandara requested a map. Well I got with our GIS
23 for the City GIS. What we've done is develop a map where I can get the
24 information from the officers as far as strays. I will input that information
25 into that map so it will live. It will be on the CLC Animal Control webpage.
26 So you can look at it at 10:00 at night, 1:00 in the morning, and you'll see
27 all that information up to date. Of course I'm not going to be adding that
28 information at 1:00 in the morning but let's say at 10:00 after I update it
29 those numbers will change accordingly. So it will be available to you 24/7.
30 However, I will take my numbers from let's say November 31st, screen shot
31 that, and that will be part of my presentation for November. But if you want
32 to look at it at any other time those numbers will be live. Any other, yes sir.

33
34 Ellins: No, thank you.

35
36 Jimenez: Thank you.

37
38 **B. Shelter Statistics and Activities/Educational and Spay-Neuter Initiatives**

39
40 Ellins: Clint. You have a report to make.

41
42 Thacker: Good morning. Clint Thacker, Executive Director of the Animal Service
43 Center Mesilla Valley. Talk to you today about the October numbers 2019.
44 Currently our animal count as of yesterday was 627. That's compared to in
45 2018 the 740 that you see there. Our intake for October in 2019 was 896,
46 that's down from the 1,055 of 2018 October. The outcomes ...

1
2 Eakman: Mr. Chair. I wonder if I could stop right there. We had the same numbers
3 just now from both Animal Control departments, did we not? Their number
4 added up to 478 for intake.
5
6 Thacker: Yet you remember we have our owner surrenders coming in, we have strays
7 coming in from the public as well into the Center.
8
9 Eakman: That is very clarifying. That number coming from the public. I think that
10 deserves future discussion. Thank you.
11
12 Thacker: Okay. Our outcomes for 2019 October, 242 adoptions, 107 reclaims, 255
13 rescues, community cats 81, euthanasia was 233 for a live release rate
14 increase of 10% at 74.9%. And again that live release rate for those that
15 don't know is the percentage of animals that are leaving the Center alive.
16 So in October 74.9% of the animals that came in the Shelter left alive.
17 Our surgeries continue to be impressive with the limited number of
18 personnel that they have there. We're filling two positions actually in our
19 surgical department but while those are empty they continue to very
20 impressive and do what needs to be done. The total of 310 surgeries in
21 one month. Our total visitors, it's starting to come back up 2,509 in this year
22 compared to last year of 2,973. And that's the presentation. Any questions?
23
24 Ellins: There appear to be none.
25
26 Thacker: Thank you sir.
27
28 Ellins: I have a question actually. Did you and County Manager Macias get
29 together?
30
31 Thacker: We did. We had a great conversation yesterday and look forward to what
32 that's going to bring. So the Board knows, we talked about in a meeting
33 with our Assistant City Manager, Gino, and Mary Lou we talked about a way
34 that these animals that are in the foster to adopt program that are not
35 coming back to get sterilized. In that meeting we talked about a way to
36 contact them and Mary Lou said, "why don't we look into getting an officer
37 to go and work directly with the Shelter or the Center and be able to go and
38 contact these individuals and say, 'why haven't you done this?'"
39 We currently have a program where we contact and contact and
40 contact and oddly enough most of these individuals that don't bring their
41 animals in, we make contact with them and we schedule an appointment
42 and they just never show, for one reason or the other. And that's done
43 multiple times. And then we finally hit a time where we say "okay", we send
44 a letter to them that says, "you signed this agreement, we have a right to
45 come and get your animal." It's just a nasty-gram that we call it and if we
46 don't get response after that then the animal is outcomed as lost.

1 And this is not a way we want to go about doing it so with the faults
2 of this program we talked about it and to Mary Lou's credit she went and
3 reported back to Mr. Macias. Mr. Macias had a good meeting with
4 Commissioner Ellins and Mary Lou and that came to a meeting with Mr.
5 Macias and I and Mary Lou yesterday. We talked about some options we
6 could do. One of those options that we looked at was my staff, in the Shelter
7 there's a field service program. In other words there's mapping and there's
8 calls you can put in. So my thought was is why can't my staff at the Center
9 when it gets to that point of we made contact with them, they're cancelling,
10 why can't we put the address and the information in that mapping program
11 and then when a County employee is anywhere in the City they can open it
12 up anywhere they get web/the internet and they can see if they're close by
13 any of those calls. And then they can drop in and see. We felt that was a
14 much better use of the time and the money that's there. And then Mr.
15 Macias also said that the Animal Control Officer would have to take the
16 animal, bring it to the Shelter for sterilization, and then we have to figure out
17 a way to get the animal back to the owner. Because we don't want them,
18 the owner just to say "you know I don't want the dog now that it's fixed" or
19 whatever reason, so they never come get it. So we talked about delivery
20 as well.

21 I'm worried what that extra step is going to take. The burden on the
22 Animal Control Officers and I told Mr. Macias that. That we do need to, I
23 would recommend hiring that frozen position that they are filling the frozen
24 position that they have. So he said that he would like to see our contracts
25 that we have, make recommendations on those, and then we're going to
26 give it a try and see. If it is an added burden and we're showing some things
27 that are suffering, statistics, then we'll be able to fill that other position. And
28 if not then we're succeeding.

29
30 Ellins: So I guess I have to have a talk with him.

31
32 Thacker: If you would like to. Yes sir.

33
34 Ellins: Has the City done anything similar? Because the City was involved in that
35 discussion also.

36
37 Thacker: Was. Gino.

38
39 Jimenez: Mr. Chairman. We haven't had the opportunity to detail it like Mary Lou did.
40 We have spoken to it within my administration. I don't know how far up it's
41 gone up the chain but I have sat down with my supervisor and spoke about
42 it. Just need to understand more or less from their example what it's really
43 going to entail before we jump into the water.

44
45 Dollahon: Gino, Mr. Chairman. If I may. Gino, you don't have any vacant positions?
46

1 Jimenez: No sir. At this time we do not.
2
3 Dollahon: When was the last time you filled a position?
4
5 Jimenez: I just, sir I just filled a position in August and Officer Aguirre was just
6 released first of the month. So I'm fully staffed now with my eight officers.
7
8 Dollahon: Okay. The City Manager's office is willing to entertain a contract position
9 coming out of police's existing budget for you to fill that out. So you can
10 make a request for that position to do essentially the same thing that the
11 County's doing.
12
13 Jimenez: Yes sir. Thank you.
14
15 Ellins: Thank you.
16
17 Thacker: Thank you Gino. I do what to add that when we looked at the numbers
18 yesterday there was, and Mary Lou help me out, 59 was for the County.
19 That's 59 foster to adopt animals currently in the County but that leaves 100.
20
21 Ward: 47.
22
23 Thacker: 147 in the City. So there's a huge gap there of individuals that are not
24 coming into compliance or they may be. You've got to remember those
25 numbers are animals from way back when all the way to year to date. So it
26 includes animals from two weeks ago. So they may come into compliance.
27 So that number would be decreased but there is a large gap there between
28 the two of the County and the City. So I do believe that the City would
29 definitely need another boots on the ground and visual that could assist in
30 that. And that may be a full time position doing just that of contacting these
31 individuals and outreach to them. Thank you Commissioner.
32
33 Ellins: The County wins, so there.

34 **C. Committee Reports**

35 **1. Finance - David Dollahon, Committee Chair**

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39 Ellins: All right, we'll go into Committee reports. Finance. Board Member
40 Dollahon.
41
42 Dollahon: Mr. Chairman. Because the accelerated schedule we didn't have a Finance
43 Committee meeting per se this month but Amador's going to present the
44 financials. Amador I'm assuming it's October's numbers and have you done
45 preliminary November numbers?
46

1 Espinoza: I'm sorry. No sir, it's mid-month so I'm presenting October's.
2
3 Dollahon: Okay.
4
5 Espinoza: So my name is Amador Espinoza. I'm one of the Accountants for the City
6 of Las Cruces. Mr. Chair, ladies and gentlemen of the Board thank you for
7 having me.
8 So I'll be presenting the Animal Service Center of the Mesilla Valley's
9 financial numbers for the period ending October 31, 2019. If you look at
10 your financial packets, page number 1 in your Statement of Net Position
11 and up in the PowerPoint presentation we refer to as the Balance Sheet
12 highlights. We have cash at \$543,000. We have outstanding, receivables
13 at \$350. We have outstanding payroll liabilities, that's \$62,000 in the
14 general fund and a \$14,000 outstanding accounts payable balance. On the
15 PowerPoint presentation the total amount is represented at \$76,000.
16 We have revenues collected in advance. That's the Best Friend
17 grant amount that we have, we have it at \$15,000. The Center did provide
18 us the October numbers. However, I was under some time constraints to
19 post journal entries so I didn't post the October numbers in October. I'll be
20 posting those in November so that revenues collected in advance will
21 reduce and the revenue will be recognized in November. Unassigned fund
22 balance is at \$453,000.
23 Keeping on that same page, page 1 Capital Projects Funds, fund
24 7441. I moved that slide over to slide number three. We are still showing
25 that cash deficit of \$74,000. I received an e-mail from the budget
26 department stating that that resolution 2019-11 was just posted yesterday
27 so I will move those funds over in November and I will eliminate the deficit,
28 the cash deficit and then I will also, it will leave us a fund balance of
29 approximately \$3,600 for the remaining Stern Cat Room donation.
30 Looking at page 2 of your financial packet, also report to as the
31 Change in Net Position. Up in the PowerPoint presentation it's the
32 operational highlights. We're showing total revenues at \$1,180,000. Total
33 expenditures at \$905,000. That gives you a net change increase into fund
34 balance of \$275,000.
35 Keeping on that same page and on your financial packets it'd be
36 page number 3 we're looking at the budget parameter at 33.3%. Total
37 revenues is at 41.2% and total expenditures is at 3.2%. Looking at some
38 of the revenue line item classifications. Vaccinations and the DAC return to
39 owners revenues are at 61.8% and 42.2% respectively. Partially that to due
40 to the \$25,000 Best Friend grant that pays for some of these services. Also
41 in addition the Center held a vaccination clinic the previous month at the
42 Pan American Center which increased those, more specifically the
43 vaccinations on the revenues that were recognized for that month. And also
44 that carried forth up to the period of October 31st.
45
46 Ellins: At this point is our revenue under or over at this point of the year?

1
2 Espinoza: At this point of the year based on the budget parameter of 33.3% we are
3 showing we're over. We're over our budget parameter.
4
5 Ellins: What about liabilities?
6
7 Espinoza: We don't normally range our budget based on balance sheet items. It's
8 more specifically on budgeted items such as revenues and expenditures.
9
10 Ellins: I didn't mean liabilities. I meant expenditures.
11
12 Espinoza: Expenditures we are under, we are at 32%. We're under about 1%, 1.3%
13 of budget parameters.
14
15 Ellins: Thank you.
16
17 Espinoza: Again, looking at revenues of course the Doña Ana County contribution and
18 the CLC contribution are 43.3% and that's mainly due to because of the JPA
19 that requires both parties to contribute 22% upfront sometime between July
20 and August.
21 So notable expenditures, line item expenditures, we have supplies
22 expenditures that are currently at 35.7%. Again keeping in mind that 33.3%
23 budget parameter and that's due to the various purchases such as the pet
24 nutrition and bedding from Hills Pet Nutrition sales. The other expenditure
25 line item is insurance expenditures which are at 47.8%. Normally we don't
26 actually, we pay those upfront. They're directly expensed. We don't post
27 them to the balance sheet as prepaid insurance and then allocate them on
28 a monthly basis.
29 I provided page 6, that's more of a monthly trend if you want to take
30 a look at that. And then page 7 it's just a summary of the grants that we
31 currently have active. Any questions?
32
33 Ellins: Thank you.
34
35 Espinoza: Thank you sir.
36
37 **2. Executive - Lynn Ellins, Committee Chair**
38
39 Ellins: Executive Committee. We met but frankly there was really nothing to talk
40 about so we just gossiped. So I have nothing to report. Facilities.
41
42 Gandara: I'm sorry, I don't gossip.
43
44 Ellins: Board Member Gandara.
45
46 Gandara: I don't gossip.

1
2 Ellins: Okay.

3
4 **3. Facilities - Greg Smith, Committee Chair**

5
6 Ellins: Board Member Smith.

7
8 Smith: We weren't able to gossip at our Facilities meeting either. We did not meet
9 but I did get an update from Mr. Thacker on a number of items and so we
10 will try to meet early in December.

11 And the things that Mr. Thacker shared with me were the HVAC. The
12 rebid is now open and it should have closed today. Is that correct Mr.
13 Thacker? Thank you. The spots on the infirmary gutter area are the
14 laminating from the cement and so the manufacturer has been notified and
15 a date has been set for that to be fixed which would be the end of this week.
16 Heaters are turned on but some are broken. All issues are due to old age
17 and not enough preventative maintenance so they're being fixed but it's
18 being done slowly. The City did come and replace all the paper towel and
19 toilet paper dispensers. There were three different types and so that made
20 the ordering a little difficult.

21 They are currently getting quotes for light in the east front gate area.
22 With season change and time change it's pretty dark at the time of surgery
23 pickup. Computers were purchased through the City. Everyone that needs
24 one now has a desktop. This will free up the mobile surfaces for kennel
25 work. New iPhones were purchased to replace old Windows phones the
26 staff was using to take pictures and these were at no cost from Verizon and
27 the cases and screen protectors were purchased.

28 The back area's being cleaned up. They've been collecting items for
29 salvaging. Broken kennels have been saved to see if pieces can be used
30 to make one kennel out of all those but it takes some space, some time. So
31 they're not necessarily getting that done. White transport van is still in the
32 City shop. Major issues having to do with multiple errors on the electrical
33 system and the City is working on that. Do we have any latest details on
34 that? So it's still pretty much the same. So thank you for filling me in Mr.
35 Thacker and thank you Mr. Chairman.

36
37 Ellins: A lot of stuff has to be fixed.

38
39 **D. Zero in 7 Update**

40
41 Ellins: We now will have Zero in 7 update.

42
43 Gilbert: Good morning. I'm Jean Gilbert, Secretary for the Coalition for Pets and
44 People. This is our November report and the animal welfare organizations
45 that are represented which is about half of them that we report on are listed
46 here and the other half will be reported next month. So we'll be reporting

1 on 2 Hearts 4 Paws, ACTion Programs, Broken Promises, Cat's Meow,
2 Cherished K-9, Doña Ana County Humane Society, and HSSNM.

3 2 Hearts 4 Paws is located in Radium Springs and they have about
4 30 dogs in their rescue. Here you see a picture of Iggy who's being suited
5 up for an adoption event. They hold their adoption events the first Saturday
6 of the month at PetSmart. They're holding a holiday raffle and fundraiser
7 and so tickets are available for that and it's a wonderful embroidered wall
8 hanging of Santa with the reindeer.

9 ACTion Programs for Animals had over 60 adoptions for the month
10 of October and that includes this PAWS Prisoners and Animals Working
11 Toward Success program. It includes Harmony pictured here and Sawyer
12 and Sheamus cat siblings that were adopted. APA has added a vaccination
13 clinic to their services and they hold the clinics now on the third Wednesday
14 of the month from 3:00 to 5:00 pm at their adoption facility. APA is offering
15 half off adoption fees now through the first of the year and I talked to Michel
16 and she said that adoption, Michel Meunier who is the director of APA and
17 she said that their adoption fees are typically \$50 for a dog or a cat but with
18 half off the adoption fee is \$25. And they'll be holding a pet photos with
19 Santa at Petco during the first three Saturday's next month.

20 Broken Promises did more than 20 TNR's during the month of
21 September and October and they assisted, in addition they also assisted
22 people with trap, neuter, and return. As you can see in this photo it shows
23 a couples' garage that is set up for holding their TNR cats from their property
24 for pre- and post-surgery. And then of course you see a couple of cats here
25 who've been trapped. Broken Promises is undergoing a 12 x 16 foot
26 expansion in their facility space for upgrading and housing and for play
27 socialization space at their sanctuary. And they adopted approximately 10
28 cats during the months of September and October. As you'll see Spencer
29 was one of the cats adopted and you'll see there are three that are from,
30 Broken Promises has the cat adoption program there at PetSmart. So there
31 are a few of them pictured here.

32 Cat's Meow rescued seven kittens this fall from the Animal Services
33 Center and you see them pictured here. They adopted about 11 felines this
34 past month and a half, and they have about 35 feline residents at their
35 adoption center. And here you see a volunteer who's pictured socializing
36 three cats at their adoption facility. They have approximately 25 more cats
37 in their foster program.

38 Cherished K-9's holds adoption events a couple times a month at
39 Pet's Barn and they feature 40 or more dogs at those events. Here's a
40 recent adoption of Harlee. And their recent adoption events have resulted
41 with at least seven dogs being adopted. In addition to their foster program
42 they are also involved in transport and rescue and they pull dogs from the
43 shelter when they're able as you'll note with this Great Dane that they
44 intercepted and then they were able to get into a rescue.

45 Doña Ana County Humane Society's been very successful with their
46 Pets for Seniors assist program which they provide \$50 towards adoption

1 fee cost for a Shelter animal who's adopted by a senior. And approximately
2 16 Shelter pets were adopted within the past couple of months this fall
3 through this program. And in addition to their adoption fee assist program
4 they help pet owners who income qualify for financial assistance with
5 veterinary cost like this adorable white cat here who was treated for
6 digestive issues. I'm sure many of you know Kathy Lawitz. She has served
7 as the Doña Ana County Humane Society Executive Director for 10 years
8 and she is moving to Bakersfield, California. And April Anaya who we know
9 was formerly with the Community Foundation of Southern New Mexico is
10 the new Executive Director for the Doña Ana County Humane Society.

11 The Humane Society of Southern New Mexico. Here you see
12 pictured Jeff, board members Jeff Murphy and Frank Bryce are pictured at
13 the dog park Halloween event with UNcaged Paws, Check the Chip. And
14 here they're assisting with a microchipping for two Dalmatian dogs. HSSNM
15 has chipped and registered over 8,000 animals since 2014 and we're
16 nearing the 9,000 mark. Board member Casey Jobling is pictured here with
17 her Malti-Poo Teddy at a Critter Connections session at the Boys and Girls
18 Club recently. HSSNM holds humane education sessions and several
19 classes on a weekly basis in the public schools and we also give
20 presentations by special request. HSSNM averages 26 to 30 humane
21 education sessions a month with youth. This'll be the Humane Society's
22 sixth or seventh year doing the holiday gift box project and we are partnering
23 with a local business Funky Karma and with the Unitarian Church for the
24 project.

25 And here is some of the October and November activities of the
26 Coalition. We have attended meetings of the Animal Care Task Force and
27 Rick is involved with the cat transport team and they meet at the Animal
28 Shelter working on trying to find rescue and options for Shelter cats. We of
29 course attend these meetings and then we have our own leadership
30 meetings. Some of the events that we've attended this past, during the
31 month of October, November is the Cat's Meow. We attended a fundraiser
32 music event and of course the dog park event which you saw in the slides.
33 And we also were involved in the Show Up for Animals with Animal
34 Protection New Mexico Voters at the, and it was held at the Unitarian
35 Church.

36 The Coalition is going to be holding a holiday social dinner which we,
37 this will be our third year to do that. And we will be recognizing some people
38 at the dinner and there'll be more details that will be following and you'll of
39 course all receive an invitation. But it will be held December the 11th at
40 Habañeros and our phone numbers are listed if you wish to RSVP now you
41 can. And that concludes our report. I don't know if you have any questions.
42 I saw this rescue adopt and foster and I thought it was a good picture to
43 copy of the slides to end it. Thank you very much.

44
45 Ellins: Thank you.
46

1 **VI. PUBLIC INPUT**

2
3 Ellins: At this point I call for public input. Unprecedented.

4
5 **VII. CHAIR AND BOARD COMMENTS**

6
7 Ellins: Chair comments and Board comments? Mr. Dollahon. Board Member.

8
9 Dollahon: Mr. Chairman. I'm going to schedule a meeting with Clint after today's
10 meeting to discuss some administrative issues between our agreement,
11 between the City and the ASCMV. Our JPA is not, in my opinion, up to date
12 and that may be something that we want to discuss with, I'll start with the
13 Executive Director and then he can probably bring it to the Executive
14 Committee. But I think there's some administrative things that we need to
15 address in the JPA compared to our agreement now and what the City is
16 actually providing to the Animal Service Center. The City is actually doing
17 more than is required by the JPA and that's fine but we need to address
18 that.

19 I think we also need to be prepared to discuss potentially in the short
20 term an update to the JPA and our potential funding mechanism that we
21 use for that. I don't think as Councilor Eakman may have previously
22 discussed with the Board, there's no potential for updates to the JPA on our
23 funding formula and that needs to be part of that discussion on an update
24 to the JPA.

25 And the other thing the JPA requires is that this Board meets monthly
26 which is mandated by the JPA but that may not be our most prudent and
27 efficient use of time and money to meet monthly. If we can meet less
28 frequently, for example today's meeting is relatively short and there was no
29 actual action items other than approving the minutes which we could have
30 done at the next scheduled meeting. So every other month or at least once
31 quarterly. But I think because the JPA says we have to meet monthly we're
32 having to meet monthly when we could go to a less frequent schedule in my
33 opinion. I will address, start that process with the Executive Director.

34
35 Ellins: So we will have something to talk about next month and not just gossip.

36
37 **VIII. Adjournment (9:48 AM)**

38
39 Ellins: At this point without objection we are adjourned.

40
41 **BOARD OF DIRECTORS**

42
43 _____
44 Lynn Ellins, Chairperson
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46 _____

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Jack Eakman, Vice-Chair

Kasandra Gandara, Board Member

Ramon S. Gonzalez, Board Member

Manuel Sanchez, Board Member

Gregory Z. Smith, Board Member

ATTEST:

Amanda Lopez Askin, County Clerk

MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Medina, Accounting Manager **Initials:** JM
Date: December 12, 2019 **File #:** F-19-301
Subject: Animal Service Center of the Mesilla Valley Unaudited Financial Report for November 30, 2019.

Attached are the unaudited financial results of the Animal Service Center operations for the period ending November 30, 2019. Below are some observations for your consideration:

- The Statement of Net Position (page 1) shows cash of \$359,998. There is an outstanding accounts receivable balance of \$92,311, \$88,636 is due from Dona Ana County and the \$3,675 is due from the City of Anthony in the General Fund.
- The outstanding payroll liabilities are \$61,794 in the General Fund. There is no outstanding accounts payable balance for the period. In addition, there is a \$10,475 Best Friends Grant that waives first-time impound and hold fees and assists to reduce shelter deaths for cats and dogs in Revenues Collected in Advance.
- There is an Unassigned Fund balance of \$380,040 in the General Fund.
- There is a Restricted Fund balance of \$3,565 in Fund 7441 the Capital Projects Fund remaining for the Stern Cat Room Donation that has not been expended.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$1,380,031. YTD operating expenditures are at \$1,100,263, after the \$77,500 transfer to the Capital Project Fund, this result in a net increase in Fund Balance of \$202,268.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 48.1% of budgeted revenues and 38.9% of budgeted expenditures have been recognized. The current budget parameter for this month is 41.7%.

- The Center held a Vaccination Clinic in the month of September at the Pan American Center that contributes to the 57.6% Vaccination revenues.
- Onsite adoptions are at 52.1% or 10.4% above the budget parameter for the month.
- Dona Ana County and the City of Las Cruces revenues are at 50.4%. This is because the JPA states that 22% of total financial contributions budgeted shall be paid on or before July 1st of the upcoming fiscal year by both parties.
- The City of Anthony revenues are showing 95.7%. This is due to Center's November billing of 95 animals impounded for September and October.
- The 164.1% Grant Revenues will be reviewed, and the board members will be updated the following board meeting.
- Insurance expenditures are at 47.6% due to payments to Berkley Insurance and New Mexico Mutual Causality that are not posted as Prepaid Insurance and allocated on a monthly basis.
- The Grants and Donations Schedule on page 7 provides a summary of grants and donations received.

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

Initials: TLG
Initials: AE

Animal Service Center of the Mesilla Valley
Statement of Net Position
November 30, 2019

	<u>Fund 7440</u> <u>General Fund</u>	<u>Fund 7441</u> <u>Capital Projects</u>	<u>Fund 9440</u> <u>Capital Assets</u>	<u>Statement</u> <u>of</u> <u>Net Position</u>
Assets				
Current Assets				
Cash & investments	\$ 359,998	\$ 3,565	\$ -	\$ 363,563
Accounts receivable	92,311	-	-	92,311
Total Current Assets	<u>452,309</u>	<u>3,565</u>	<u>-</u>	<u>455,874</u>
Capital Assets				
Equipment, net of accum depr	-	-	280,941	280,941
Total Capital Assets	<u>-</u>	<u>-</u>	<u>280,941</u>	<u>280,941</u>
Total Assets	<u>\$ 452,309</u>	<u>\$ 3,565</u>	<u>\$ 280,941</u>	<u>\$ 736,815</u>
Liabilities				
Current Liabilities				
Accounts payable	-	-	-	-
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	61,794	-	-	61,794
Revenue collected in advance	10,475	-	-	10,475
Total Current Liabilities	<u>72,269</u>	<u>-</u>	<u>-</u>	<u>72,269</u>
Fund Balance				
Required reserve	-	-	-	-
Restricted	-	3,565	-	3,565
Unassigned	380,040	-	280,941	660,980
Total Fund Balance	<u>380,040</u>	<u>3,565</u>	<u>280,941</u>	<u>664,545</u>
Total Liabilities and Fund Balance	<u>\$ 452,309</u>	<u>\$ 3,565</u>	<u>\$ 280,941</u>	<u>\$ 736,815</u>

Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
For the Period Ended November 30, 2019 (Unaudited)

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
Revenues				
Pet licenses-CLC	\$ 15,066	\$ -	\$ -	\$ 15,066
Pet licenses-DAC	5,433	-	-	5,433
Vaccinations	11,130	-	-	11,130
Pet micro-chip	5,308	-	-	5,308
Onsite adoptions	26,986	-	-	26,986
Return to owner-DAC	3,953	-	-	3,953
Return to owner-CLC	5,506	-	-	5,506
Spay/neuter	7,080	-	-	7,080
Dona Ana County	629,545	-	-	629,545
City of Las Cruces	629,545	-	-	629,545
City of Anthony	5,740	-	-	5,740
Donations & memorials	5,814	-	-	5,814
Grant revenue	14,525	13,344	-	27,869
City of Sunland Park	-	-	-	-
Village of Hatch	-	-	-	-
Other revenue	9,015	-	-	9,015
Investment income	5,385	-	-	5,385
Total revenues	<u>1,380,031</u>	<u>13,344</u>	<u>-</u>	<u>1,393,375</u>
Expenditures				
Personnel	841,646	-	-	841,646
Temp agency services	27,439	-	-	27,439
Repairs and maintenance	10,093	-	-	10,093
Services	108,365	-	-	108,365
Supplies	69,534	-	-	69,534
Insurance	29,601	-	-	29,601
Other	13,585	-	-	13,585
Depreciation	-	-	18,912	18,912
Capital outlay	-	48,170	-	48,170
Total expenditures	<u>1,100,263</u>	<u>48,170</u>	<u>18,912</u>	<u>1,167,345</u>
Net Operating Income (Loss)	<u>279,768</u>	<u>(34,826)</u>	<u>(18,912)</u>	<u>226,030</u>
Transfers	77,500	(77,500)	-	-
Net Change in Fund Balance	<u>202,268</u>	<u>42,674</u>	<u>(18,912)</u>	<u>226,030</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Beginning Fund Balance	<u>177,772</u>	<u>(39,109)</u>	<u>299,853</u>	<u>438,515</u>
Ending Fund Balance	<u>\$ 380,040</u>	<u>\$ 3,565</u>	<u>\$ 280,941</u>	<u>\$ 664,545</u>

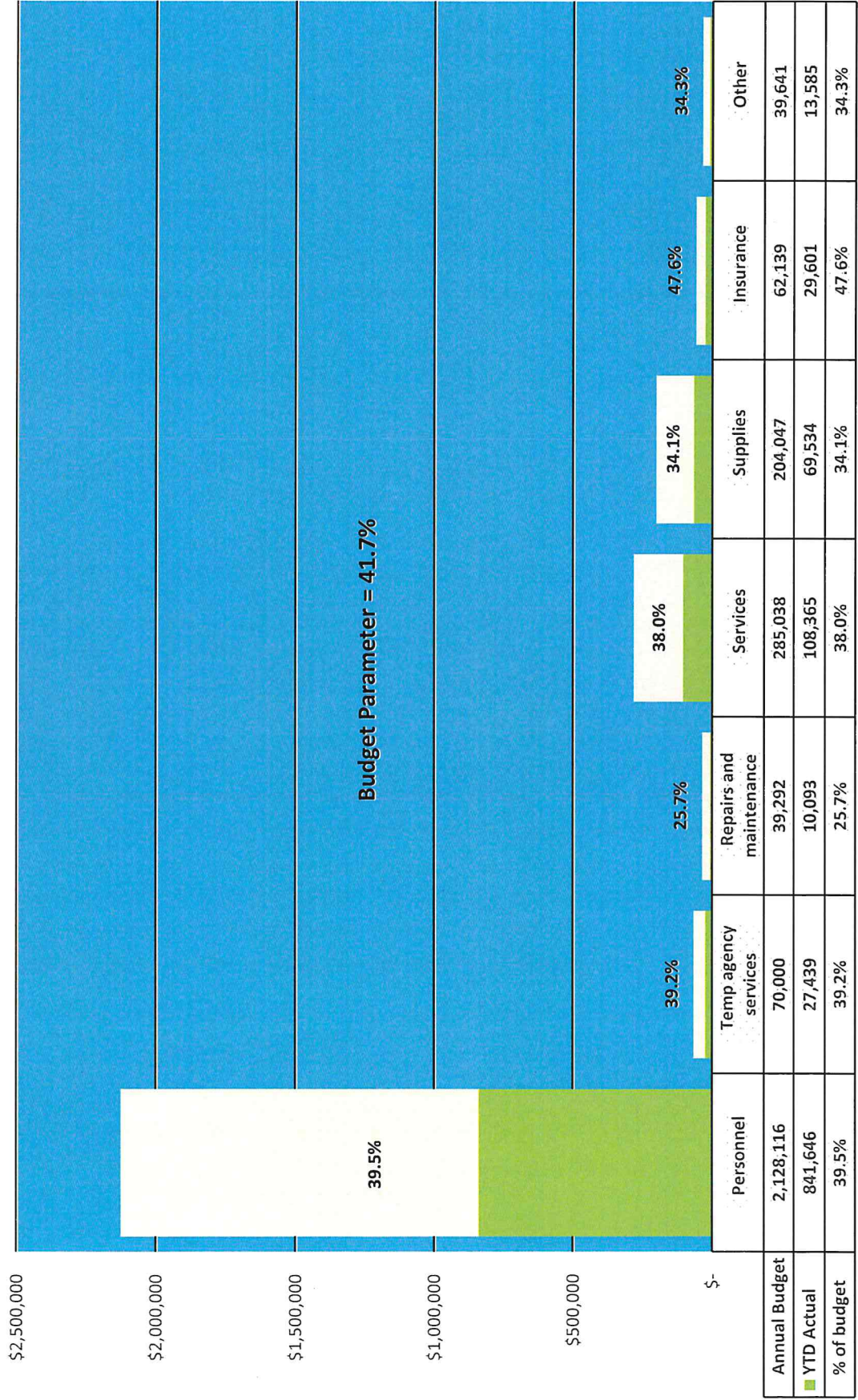
**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance - Budget and Actual
For the Period Ended November 30, 2019 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Pet licenses-CLC	\$ 59,608	\$ 15,066	25.3%
Pet licenses-DAC	18,000	5,433	30.2%
Vaccinations	19,339	11,130	57.6%
Pet micro-chip	39,968	5,308	13.3%
Onsite adoptions	51,787	26,986	52.1%
Return to owner-DAC	10,333	3,953	38.3%
Return to owner-CLC	28,517	5,506	19.3%
Spay/neuter	51,088	7,080	13.9%
Dona Ana County	1,250,000	629,545	50.4%
City of Las Cruces	1,250,000	629,545	50.4%
City of Anthony	6,000	5,740	95.7%
Donations & memorials	21,263	5,814	27.3%
Grant Revenue	8,853	14,525	164.1%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	338	-	0.0%
Other revenue	30,156	9,015	29.9%
Investment income	18,235	5,385	29.5%
Total revenues	<u>2,866,343</u>	<u>1,380,031</u>	48.1%
Expenditures			
Personnel	2,128,116	841,646	39.5%
Temp agency services	70,000	27,439	39.2%
Repairs and maintenance	39,292	10,093	25.7%
Services	285,038	108,365	38.0%
Supplies	204,047	69,534	34.1%
Insurance	62,139	29,601	47.6%
Other	39,641	13,585	34.3%
Capital outlay	-	-	0.0%
Total expenditures	<u>2,828,273</u>	<u>1,100,263</u>	38.9%
Net income (loss)	<u>38,070</u>	<u>279,768</u>	
Transfer to capital from operations	<u>105,500</u>	<u>77,500</u>	
Net change in fund balance	<u><u>\$ (67,430)</u></u>	<u><u>202,268</u></u>	
Beginning Fund Balance		<u>177,772</u>	
Ending Fund Balance		<u><u>\$ 380,040</u></u>	

Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date
Revenues as of November 30, 2019



**Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date
Expenditures as of November 30, 2019**



Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
July 2019 Through June 2020 (Unaudited)

General Fund
7440

	Revised Budget	July-19	August-19	September-19	October-19	November-19	December-19	Total	Actual/Bgt. %
Revenues									
Pet licenses-CLC	\$ 59,608	\$ 3,838	\$ 3,611	\$ 2,957	\$ 2,468	\$ 2,192	\$ -	\$ 15,066	25.3%
Pet licenses-DAC	18,000	968	1,159	974	1,238	1,094	-	5,433	30.2%
Vaccinations	19,339	858	1,085	8,389	245	553	-	11,130	57.6%
Pet micro-chip	39,968	988	1,390	2,235	295	400	-	5,308	13.3%
Onsite adoptions	51,787	4,816	6,444	6,621	4,780	4,325	-	26,986	52.1%
Return to owner-DAC	10,333	782	727	1,080	368	996	-	3,953	38.3%
Return to owner-CLC	28,517	2,045	1,487	1,109	490	375	-	5,506	19.3%
Spay/neuter	51,088	1,515	1,139	587	1,585	2,254	-	7,080	13.9%
Dona Ana County	1,250,000	275,000	88,636	88,636	88,636	88,636	-	629,545	50.4%
City of Las Cruces	1,250,000	275,000	88,636	88,636	88,636	88,636	-	629,545	50.4%
City of Anthony	6,000	-	-	2,415	-	3,325	-	5,740	95.7%
Donations & memorials	21,263	901	1,273	781	1,553	1,306	-	5,814	27.3%
Grant revenue	8,853	-	-	-	9,997	4,528	-	14,525	164.1%
City of Sunland Park	2,858	-	-	-	-	-	-	-	0.0%
Village of Hatch	338	-	-	-	-	-	-	-	0.0%
Other revenue	30,156	935	1,284	630	4,869	1,297	-	9,015	29.9%
Investment income	18,235	-	-	4,078	1,307	-	-	5,385	29.5%
Total revenues	2,866,343	567,646	196,871	209,128	206,467	199,917	-	1,380,031	48.1%
Expenditures									
Personnel	2,128,116	112,966	162,934	162,831	240,715	162,200	-	841,646	39.5%
Temp agency services	70,000	-	2,800	12,945	4,472	7,222	-	27,439	39.2%
Repairs and maintenance	39,292	1,348	926	3,686	1,784	2,349	-	10,093	25.7%
Services	285,038	15,856	8,083	22,812	44,141	17,473	-	108,365	38.0%
Supplies	204,047	5,334	7,049	37,743	14,269	5,139	-	69,534	34.1%
Insurance	62,139	12,916	783	-	15,902	-	-	29,601	47.6%
Other	39,641	1,805	3,017	3,329	4,353	1,081	-	13,585	34.3%
Depreciation	-	-	-	-	-	-	-	-	0.0%
Capital outlay	-	-	-	-	-	-	-	-	0.0%
Total expenditures	2,828,273	150,225	185,592	243,346	325,636	195,464	-	1,100,263	38.9%
Net Operating Income (Loss)	38,070	417,421	11,279	(34,218)	(119,169)	4,453	-	279,768	
Transfers	105,500	-	-	-	-	77,500	-	77,500	
Net Change in Fund Balance	\$ (67,430)	\$ 417,421	\$ 11,279	\$ (34,218)	\$ (119,169)	\$ (73,047)	\$ -	\$ 202,268	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of November 30, 2019**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7440	11864	Best Friends	\$ 25,000	14,525	\$ 10,475	Local Grant	7/1/19 to 7/31/2020	The purpose of the grant is to waive the first-time impound fee and hold period.

Animal Services Center of the Mesilla Valley

Monthly Statistics Report-November 2019

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock	Wildlife	Total
INTAKE										
City of Las Cruces										
Owner Surrender	63	9	6							78
Returned Adoptions	1	1								2
Seized/Welfare Hold	4	4								8
Strays (brought in by the public)	58	29			1					88
Strays (brought in by Animal Control)	93	91					3			187
Wildlife									6	6
Subtotal City of Las Cruces	219	134	6	0	1	0	3	0	6	369
Doña Ana County										
Owner Surrender	76	2								78
Returned Adoptions	3	0								3
Seized/Welfare Hold	7	0								7
Strays (brought in by the public)	37	46								83
Strays (brought in by Animal Control)	121	53								174
Wildlife										0
Subtotal Doña Ana County	244	101	0	0	0	0	0	0	0	345
Anthony, NM	15	22								37
Hatch	0	1								1
Sunland Park	9	0								9
Community Cats										0
Jurisdiction Unknown/Other										0
Total Intake	487	258	6	0	1	0	3	0	6	761

OUTCOME (city and county)	Admin Missing	Foster-Escaped	Foster-Lost Contact	Foster-Stolen From	FTA-Escaped	FTA-Lost Contact	FTA-Gave Away (Foster)	Offsite-Missing	Offsite-Stolen From	Shelter-Escaped	Shelter-Missing	Total
OUTCOME												
Admin Missing												
Foster-Escaped												0
Foster-Lost Contact			1									1
Foster-Stolen From												0
FTA-Escaped					1							1
FTA-Lost Contact												0
FTA-Gave Away (Foster)												0
Offsite-Missing												0
Offsite-Stolen From												0
Shelter-Escaped									1			1
Shelter-Missing												0

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Shelter-Stolen	2	1	0	0	0	0	0	0	0	3
Subtotal Admin Missing	150	112	2		1					265
Adoptions	9	11								20
Expired in Shelter Care	4	8								12
Expired in Foster Care										0
DOA										104
Return to Owner	100	4								186
Transferred Out (Rescues)	182	4								53
Community Cats (TNR)		53							4	4
Wildlife Release										34
Owner Request Euthanasia	32	2								0
Euthanized										14
Behavior - Aggressive - Dog	14									3
Behavior - Aggressive - Human	1	2								70
Behavior - Feral		70								6
Behavior - High Arousal Level	6									0
Behavior - Problem Eliminator										4
Behavior - Resources Guarding	4									4
Behavior - Timid	2	2								10
Behavior - Timid - Fear Biter	10									1
Court Order	1									32
Medical Issues General	10	21							1	1
Medical - Distemper - TX	1									0
Medical - Distemper - Non TX										0
Medical - Distemper - Exposed										0
Medical - Fely										0
Medical - FIV		1								1
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass	1	1								2
Medical - Neurological		1								1
Medical - Organ Failure										0
Medical - Parvo - TX										0
Medical - Parvo - Non TX	1									1
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX	14	7								21
Medical - Respiratory Signs - Non TX		2								2
Medical - Ringworm		18								18
Medical - Too Old	1	1								2
Medical - Too Young		4								4
Medical - URI - TX										0
Medical - URI - Non TX										0

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock	Wildlife	Total
Rabies Suspect										0
Rabies Suspect - Injured										0
Rabies Suspect - Wildlife									1	1
Rabies Suspect - Sick/Symptomatic										0
Severe Injuries - General	1	3								4
Severe Injuries - Animal Attack	1									1
Severe Injuries - Hit By Car	2	2								4
Space - General		2								2
Space - Behavior	13	2								15
Space - Medical	17	14								31
Subtotal Euthanized	100	153	0	0	0	0	0	0	2	255
Euthanasia Rate	20.5%	59.3%	na	na	na	na	na	na	33.3%	33.5%
Total Outcome	579	348	2	0	1	0	0	0	6	936

Public Services	City Clinic (includes outside surgeries, vaccinations, and microchips)									0
	County Clinic (includes outside surgeries, vaccinations, and microchips)									0
	Jurisdiction Unknown									0
	Subtotal Clinic In	0	0	0	0	0	0	0	0	0
	Clinic Out (includes outside surgeries, vaccinations, and microchips)	17	43							60

Grand Total	Intake*	487	258	6	0	1	0	3	6	761
	Outcome*	579	348	2	0	1	0	0	6	936

Statistics	Live Release Rate	81.2%	53.1%	100.0%	na	100.0%	na	na	66.7%	70.6%
	Euthanized, Expired in Shelter, DOA	109	164	0	0	0	0	0	2	275
	Average Intake/day	15.7	8.3	0.2	0.0	0.0	0.0	0.1	0.2	25.4
	Average Outcome/day	18.7	11.2	0.1	0.0	0.0	0.0	0.0	0.2	31.2
	Average Euthanizations/day	3.2	4.9	0.0	0.0	0.0	0.0	0.0	0.1	8.5
	Average RTO/day	3.2	0.1	0.0	0.0	0.0	0.0	0.0	0.0	3.5
	Average Adoptions/day	4.8	3.6	0.1	0.0	0.0	0.0	0.0	0.0	8.8



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2019-11**

A RESOLUTION ESTABLISHING A FORMAL REQUEST FOR THE CITY OF LAS CRUCES AND DONA ANA COUNTY TO REVIEW THE JOINT POWERS AGREEMENT (JPA) FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY (ASCMV).

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

WHEREAS, it is appropriate that representatives from the City and County review the current JPA as the need arises.

WHEREAS, the JPA was last reviewed in 2012.

WHEREAS, after a review performed by the city, it was found the city was performing several additional administrative duties not assigned in the JPA.

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

THAT the Board hereby formally requests that the City of Las Cruces and Dona Ana County to immediately form a committee of city and county representatives through their respective established procedures and jointly review the JPA and update as needed.

PASSED AND APPROVED this 12th day of December, 2019.

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Lynn Ellins, Chair _____ yea nay

Jack Eakman, Vice-Chair _____ yes nay

Kasandra Gandara, Member _____ yea nay

Ramon S. Gonzalez, Member _____ yea nay

Manuel Sanchez, Member _____ yea nay

Gregory Z. Smith, Member _____ yea nay

David Dollahon, Ex-Officio Member _____ yea nay

Mary Lou Ward, Ex-Officio Member _____ yea nay

ATTEST:

Amanda López Askin, Ph. D., County Clerk



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2019-12**

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

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

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

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

WHEREAS, the ASCMV Board of Directors completed an annual performance review for Executive Director Clint Thacker in a closed session on November 14th, 2019, and

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

NOW THEREFORE, the Board of Directors of the Animal Services Center of the Mesilla Valley hereby resolves that Clint Thacker, Executive Director be offered a contract extension and pay raise according to the terms of the attached Addendum to the Employee Contract Agreement for the Executive Director of the Animal Services Center of the Mesilla Valley (Exhibit "A").

PASSED AND APPROVED this 12th day of December, 2019

Board Chairperson

Moved By: _____

Seconded By: _____

VOTE:

Lynn Ellins, Chair _____ yea nay

Jack Eakman, Vice-Chair _____ yes nay

Kasandra Gandara, Member _____ yea nay

Ramon S. Gonzalez, Member _____ yea nay

Manuel Sanchez, Member _____ yea nay

Gregory Z. Smith, Member _____ yea nay

David Dollahon, Ex-Officio Member _____ yea nay

Mary Lou Ward, Ex-Officio Member _____ yea nay

ATTEST:

Amanda López Askin, Ph. D., County Clerk

**ADDENDUM TO
EMPLOYMENT CONTRACT AGREEMENT FOR THE
Director of Animal Services Center of the Mesilla Valley**

Recitals

Whereas the Animal Services Center of the Mesilla Valley ("ASCMV") and Clint Thacker ("Employee") entered into an agreement wherein Employee would serve as Director of the ASCMV on November 27, 2017 ("Agreement"); and

Whereas the ASCMV Board of Directors passed a resolution on March 14, 2019 amending Paragraph Five in the Agreement Concerning the Employee's salary from \$95,000.00 annually to \$108,350.00 annually with an effective date of March 17, 2019; and

Whereas the ASCMV Board of Directors passed a resolution on December 12, 2019 amending Paragraphs Two and Five in the Agreement Concerning the Employee's term from November 26, 2019 through to December 31, 2021 and the Employee's salary from \$108,350.00 annually to \$111,601.00 annually with a retroactive effective date of December 8, 2019.

Addendum to Agreement

1. TERM:

ASCMV and Employee agree that employee's term shall be from November 27, 2019 through to December 31, 2021.

2. SALARY:

ASCMV and Employee agree that employee's new salary shall be \$111,601.00 for the remainder of the term of the Agreement.

All other provisions of the Agreement shall remain in full force and effect. This addendum supersedes any provisions of the original agreement that may conflict with it.

Board Chair

Date

Employee

Date



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2019-13**

**RESOLUTION APPROVING THE 2020 HOLIDAY/CLOSURE
SCHEDULE FOR THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY**

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

WHEREAS, the ASCMV deems it necessary to establish a Holiday/Closure schedule for the 2020 calendar year to be observed by the Animal Service Center of the Mesilla Valley; and

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

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

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
New Year's Day	Wednesday, January 1, 2020	Closed
Martin Luther King Jr. Day	Monday, January 20, 2020	Closed
President's Day	Monday, February 17, 2020	Closed
Easter	Sunday, April 12, 2020	Closed
Memorial Day	Monday, May 25, 2020	Closed
Independence Day	Saturday, July 4, 2020	Closed
Labor Day	Monday, September 7, 2020	Closed
Veterans Day	Wednesday, November 11, 2020	Closed
Thanksgiving Day	Thursday, November 26, 2020	Closed
Christmas Day	Friday, December 25, 2020	Closed

FLOATING HOLIDAYS 2-8 hour days for full time employees
2-4 hour days for part time employees

Thanksgiving Holiday	Friday, November 27, 2020
Winter Holiday	Thursday, December 24, 2020

(I)

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

(II)

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

PASSED AND APPROVED this 12th day of December, 2019.

Board Chairperson

Moved By: _____

Seconded By: _____

VOTE:

Lynn Ellins, Chair _____ _yea_ _nay

Jack Eakman, Vice-Chair _____ _yes_ _nay

Kasandra Gandara, Member _____ _yea_ _nay

Ramon S. Gonzalez, Member _____ _yea_ _nay

Manuel Sanchez, Member _____ _yea_ _nay

Gregory Smith, Member _____ _yea_ _nay

David Dollahon, Ex-Officio Member _____ _yea_ _nay

Mary Lou Ward, Ex-Officio Member _____ _yea_ _nay

ATTEST:

Amanda López Askin, Ph.D., County Clerk



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2019-14**

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

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

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

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

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

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

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

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

8. The Board of Directors of the Animal Service Center of the Mesilla Valley may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act:

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Directors of the Animal Service Center of the Mesilla Valley taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the Board of Directors of the Animal Service Center of the Mesilla Valley is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Directors of the Animal Service Center of the Mesilla Valley in an open public meeting.

PASSED AND APPROVED this 12th day of December, 2019.

Board Chairperson

Moved By: _____

Seconded By: _____

VOTE:

Lynn Ellins, Chair _____ yea nay

Jack Eakman, Vice-Chair _____ yea nay

Kasandra Gandara, Member _____ yea nay

Ramon S. Gonzalez, Member _____ yea nay

Manuel Sanchez, Member _____ yea nay

Gregory Smith, Member _____ yea nay

David Dollahon, Ex-Officio Member _____ yea nay

Mary Lou Ward, Ex-Officio Member _____ yea nay

ATTEST:

Amanda López Askin, Ph. D., County Clerk



**800 W. Picacho Ave.
Las Cruces, NM 88005
575-571-4654**

**ACTion Programs for Animals
-Stats for November 2019-**

**Intake: 5 Dogs, 2 Cats
Adoptions: 7 Dogs, 16 Cats
Transfers: Cats 4
Micro-Chips: 32 Dogs, 6 Cats
384 (Jan.-Nov.)**



**P.O. Box 13826
Las Cruces, NM 88013
575-523-8020**

Report on HSSNM Programs & Services January-November 2019

- . Adoptions: 14 cats/39 dogs**
- . Pet Help Line: 1,100+ calls answered**
- . Humane Education: 287 sessions**
- . Cans 4 Critters: \$9,565 -197 animals helped (2012- YTD)**
- . Micro-Chips – 8,700 total (2014-YTD)**



**2405 W. Picacho Ave. #103
Las Cruces, NM 88007
575-524-9265**

Spay-Neuter Action Program Stats

January-November 2019

- S-N Vouchers Issued: 2,038**
- Dogs: 1,333**
- Cats: 705**
- S-N Vouchers Issued for Paws 'N Hooves Mobile Clinics: 388**