



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, June 13th, 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 May 9th, 2019.
- V. Reports/Presentations**
 - a. City and County ACO Reports – City Animal Control and County Animal Control
 - b. Shelter Statistics/Activities – Clint Thacker
 - c. Committee Reports
 1. Finance – David Dollahon, Committee Chair
 2. Executive – Lynn Ellins, Committee Chair
 3. Facilities – Greg Smith, Committee Chair
 - d. Zero In 7 Update
- VI. Action Items**
 - a. Resolution 2019-06: Accept Donation for Surfaces
 - b. Resolution 2019-07: ASCMV Animal Surrender Fee
- VII. Discussion Items**
 - a. ASCMV Fee Schedule
- VIII. Public Input**
- IX. Chair and Board Comments**
- X. Adjournment**

If You Need an Accommodation for a Disability to Enable You to Fully Participate in this Event Please Contact Us 48 Hours Before the Event at [382-0018/v](tel:382-0018) or [541-2128/tty](tel:541-2128). Posted Dated: June 10, 2019. Copies of the agenda are available at the Branigan Library, City Hall and the County Clerk's Office.



ASCMV.org

3551 BATAAN MEMORIAL WEST, LAS CRUCES, NM • 575-382-0018

1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

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

4
5
6 **BOARD MEMBERS PRESENT:**

7 Lynn Ellins - Chairman
8 Jack Eakman - Vice-Chair
9 Ramon S. Gonzalez - Board Member
10 Manuel Sanchez - Board Member
11 Gregory Z. Smith - Board Member
12 David Dollahon - Ex-Officio Member
13 Vicki Lusk - Ex-Officio Member

14
15 **BOARD MEMBERS ABSENT:**

16 Kasandra Gandara - Board Member

17
18 **I. Call to Order & Pledge of Allegiance (9:00 PM)**

19
20 Eakman: Good morning everybody. This is the Board Meeting of the Animal
21 Services Center of the Mesilla Valley. I wonder if you would all join me at
22 this time in the Pledge of Allegiance.

23
24 ALL STAND FOR PLEDGE OF ALLEGIANCE.

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

27
28 Eakman: Thank you so much. We're expecting the Chair at any time. I wonder if
29 we could have a roll call Ms. Baum.

30
31 Baum: Board Member Lusk.

32
33 BOARD MEMBER LUSK REPLIED HERE, NOT ON MICROPHONE.

34
35 Baum: Board Member Dollahon.

36
37 Dollahon: Here.

38
39 Baum: Board Member Sanchez.

40
41 Sanchez: Present.

42
43 Baum: Board Member Smith.

44
45 Smith: Here.

1 Baum: Board Member Gandara is absent. Board Member Gonzalez.
2
3 Gonzalez: Here.
4
5 Baum: Board Member Eakman.
6
7 Eakman: Here.
8
9 Baum: Board Member Ellins is absent but we are expecting him shortly as I
10 understand.
11
12 Eakman: That's correct. We do have a quorum.
13
14 **III. Changes to Agenda and Approval of Agenda**
15
16 Eakman: Are there any changes or additions to the agenda as distributed? Would
17 there be a motion to approve the agenda?
18
19 Smith: So moved Mr. Chair.
20
21 Gonzalez: Second.
22
23 Eakman: It has been moved and seconded that agenda be accepted. Ms. Baum,
24 would you take the roll?
25
26 Baum: Board Member Sanchez. We have too many on. There you go.
27
28 Sanchez: Yes.
29
30 Baum: Thank you. Board Member Smith.
31
32 Smith: Yes.
33
34 Baum: Board Member Gonzalez.
35
36 Gonzalez: Yes.
37
38 Baum: Board Member Eakman.
39
40 Eakman: Yes.
41
42 Baum: Board Member Ellins.
43
44 Ellins: Yes.
45
46 Baum: Thank you.

1
2 Eakman: I now with great pleasure turn over the meeting to Board Member Ellins.
3

4 **IV. Minutes**
5

6 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
7 **April 11, 2019**
8

9 Ellins: There was a red light to stop at. I did. I have a motion to approve the
10 minutes from the last meeting.
11

12 Eakman: I move to approve the minutes.
13

14 Gonzalez: Second.
15

16 Ellins: Any discussion? Any changes, corrections, amendments? Hearing none.
17 Would you call the roll?
18

19 Baum: Board Member Sanchez.
20

21 Sanchez: Yes.
22

23 Baum: Board Member Smith.
24

25 Smith: Yes.
26

27 Baum: Board Member Gonzalez.
28

29 Gonzalez: Yes.
30

31 Baum: Board Member Eakman.
32

33 Eakman: Yes.
34

35 Baum: Chair Ellins.
36

37 Ellins: Yes.
38

39 **V. Reports/Presentations**
40

41 **A. City and County ACO Reports - City and County Animal Control**
42

43 Ellins: Reports and presentations. The County goes first.
44

45 Jimenez: Good morning Members of the Board.
46

1 Ellins: Ad hoc Member Lusk, is there anybody here from the County? You look
2 like you're from the City.
3

4 Jimenez: Members of the Board my name is Gino Jimenez. Animal Control
5 Supervisor for City of Las Cruces. Mr. Chairman, at this time we typically
6 have County do their presentation first. However, Officer Snow is
7 relatively new to this presentation so he asked me to go first so that he
8 could follow my example.
9

10 Ellins: Be a good mentor.
11

12 Jimenez: Thank you sir. So I will present your numbers for April 2019. City of Las
13 Cruces responded to 512 reported strays. 59 of those were GOA. We
14 were successful in apprehending 253. 220 were impounded at the
15 shelter. 117 of those were dogs, 103 were cats. We were successful in
16 field RTO 33 and unsuccessful in 60. That made the total of 93
17 identifiable animals.
18

19 Eakman: Excuse me Gino. At that time could we go back to that slide?
20

21 Jimenez: Yes sir.
22

23 Ellins: 93 out of 253?
24

25 Jimenez: Yes sir.
26

27 Ellins: What is that, about a third?
28

29 Jimenez: About a third, yes sir. It is an increase in our last numbers.
30

31 Ellins: There's more identified this time percentage wise, but we're still ... okay
32 thank you.
33

34 Jimenez: Yes sir. That number is rising. Not as quickly as we'd like it to, sir, but
35 yes, it's on the upward trend.
36

37 Ellins: What were the reasons for the, go back to the previous slide, the
38 unsuccessful attempted field returns?
39

40 Jimenez: Mr. Chairman. There are various reasons for that. For example, if the
41 officers are able to apprehend a dog that has identifiable tags but
42 nobody's home at that time, or if it is a minor child that is the only person
43 at home we can't hold a minor responsible. So therefore we have to take
44 it to Animal Shelter to allow an adult to redeem it. And the third most
45 common reason is if that adult responsible party is unable to restrain the
46 dog, to make the remedies to keep that dog at home at that time. Then

1 we basically take the animal to the shelter to give them time to fix it and
2 then they know where their animal will be.

3 So here is our three-year comparison for stray animals. A little
4 uptick this month compared to the other May's; May 2018 and 2017. And
5 here is our three-year field RTO comparison. For the new Members of the
6 Board, you'll see that in 2017 there was a spike in our field RTO's. That
7 was contributed to us returning 60 goats that had gotten loose from a
8 contractor that was permitted through the City for weed removal. His
9 goats got out, we returned them, so that 60 really took our number up right
10 there. And I will stand for any questions.

11
12 Ellins: Any questions Board Members? Thank you.

13
14 Jimenez: Thank you sir.

15
16 Snow: Good morning Mr. Chairman and Members of the Board. I'm Jim Snow.
17 Doña Ana County Animal Control Officer. I will be presenting the
18 presentation this morning for Mary Lou Ward supervisor who was unable
19 to attend.

20 Starting out with for April 2019, Doña Ana County Animal Control
21 picked up 230 animals. We had 10 owner release dogs out of that. We
22 had zero owner release cats. We picked up 106 stray dogs. Stray cats
23 were 47. Animal care and welfare of seven, injured animals 13, rabies
24 quarantines of 10. The total to the shelter for April was 194. We had one
25 livestock, three snakes, and 32 dead animals.

26 The total RTO's for the month of April were 58 plus. We had
27 microchip scanned were 207. Not scanned were snakes, livestock,
28 vicious animals, and some dead animals. We had 41 microchips found,
29 successfully traced 18 ID's of nine visible tags.

30 The types of calls we responded to for April, the ACOs responded
31 to 975 calls for service, six ACO cases went to court in April. We had 32
32 injured animal calls, four cruelty calls, 43 vicious animal calls, 22 bite calls.
33 Seven were animal bites to other animals, 13 not current on rabies
34 vaccinations, one current on their rabies vaccinations, and one was a rat
35 bite. Filled educated animal got compliance on 27 licensing and
36 microchip, 51 permits, 27 rabies vaccinations, 49 care and maintenance or
37 ordinance violations.

38 The Spay and Neuter pilot project in the Doña Ana area as of April
39 21, 2019, we have visited 1,512 residences. We had dogs already fixed of
40 the 1,025. We had 245 cats already fixed. We had 545 homes with no
41 animals. We had 50 vacant properties. Dogs that are intact were 277,
42 cats that are intact 33. We left notices on 318 properties. We gave out
43 141 vouchers. Total animals already fixed was 1,093. Total animals
44 intact before project so far, 310.

45
46 Ellins: Is that the number of animals that were fixed?

1
2 Snow: Yes. I believe so on that. The educational outreach continues. The
3 ACES projects, the latest ACES project through February and March of
4 2019 was in the Radium Springs area. We visited 53 properties. We had
5 122 total hours in this project. We had total Officers on the project of 19.
6 We had a 69% increase in compliance on this.
7 At the Cleanup of Carlos event or Dumpster Day, we had 6.5 tons
8 of tires and 5.5 tons of trash picked up at this event. Our reported number
9 of animals in the area, we had 57 dogs; 22 of them were altered; one was
10 too old to be altered with vet certification on that. Intact and unknown, we
11 had 35. We had six cats, three of them were altered, three were unknown
12 whether they were intact or not. I believe that is the end of my
13 presentation. Any questions from the Board?
14
15 Ellins: Board Member Gonzalez.
16
17 Gonzalez: Mr. Snow, in regard to the stray dogs 106 of them, are these Countywide
18 or is it from a certain area that you scope more?
19
20 Snow: That's Countywide sir.
21
22 Gonzalez: Okay. Thank you.
23
24 Snow: Thank you. Any further questions?
25
26 Ellins: I have a question for ad hoc. Vicki Lusk. How is the redemption on the
27 vouchers going?
28
29 Lusk: SNAP can probably report on that too during their report, but Chair the
30 redemptions are still kind of slow. We're kind of surprised at it because it's
31 a free voucher or an opportunity for a free or a low cost voucher
32 depending on their income status. But they are slow to get those turned in
33 and we're doing follow up calls at each residence to find out why. And we
34 will start enforcement action if they do not seek either to get their animal
35 spayed or neutered or to get an intact permit. Because one or the other is
36 required.
37
38 Ellins: Could it be that Doña Ana's a far distance from Las Cruces which deters
39 people? Especially in the colonias?
40
41 Lusk: Chairman. I'm not sure if that's the reason. When we give out the
42 certificates, the Officers are asking if transportation is an issue and we're
43 not hearing that from the residents. They're not saying that they don't
44 have transportation or that transportation is an issue.
45
46 Ellins: Thank you.

1
2 Eakman: Mr. Chair.
3
4 Ellins: Board Member Eakman.
5
6 Eakman: I do have a question. What is your usual protocol when you find an animal
7 that has not been vaccinated for rabies? I noticed you had 13 of them
8 here.
9
10 Snow: We talk to the owner, if it is a known owner and we give them time to get it
11 done. Generally on a vaccination one week to get it done within that
12 week. If not, then they will be cited.
13
14 Eakman: Thank you. And I would like to congratulate Doña Ana County on these
15 efforts that they're using right now to help with the problem of too many
16 intact animals, which means too many stray animals in the future. Thank
17 you for that.
18
19 Snow: Thank you sir. Any further questions?
20
21 Ellins: Thank you.
22
23 Snow: Thank you.

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

25
26
27 Ellins: Bernice.
28
29 Navarro: Good morning Mr. Chair, Members of the Board. I am standing in for Mr.
30 Thacker today. He is out of town teaching, training some officers. So I
31 will be presenting the numbers for today.
32 Our intake for April 2019, we had 451 dogs, 311 cats, nine other
33 animals. So it was a total of 771 animals coming into the shelter. A
34 comparison from 2018 to 2019, the dogs did increase just slightly but the
35 number of cats did decrease a bit. So there was a small change. We did
36 take just a few less animals, about 60 less animals in this year than we did
37 compared to last year.
38 Our April 2019 outcomes, we had 177 adoptions, 88 reclaims, 277
39 rescues, 100 community cats. We had 74 animals that were euthanized
40 for 9.6% and our live release rate was just under our goal of 90% at
41 89.7%. It was very close. So comparing 2018 to 2019, adoptions did
42 increase, however, our reclaims again did decrease. The rescues were
43 277, were a little bit lower than last year. The community cats did
44 increase a little bit. So our euthanasia rate was up slightly from last year
45 at 9.6% versus 7.3% and the live release rate again was just a little below
46 what it was from last year.

1 Currently this was our animal count as of yesterday compared to
2 the same date from last year. So as you can see there is quite a bit of
3 difference in the number of animals that are housed at the shelter. This
4 year we are currently at 489 and last year was almost at 700. At this time
5 I invite Dominique to share a little bit about our volunteers.
6

7 Clark:

8 Good morning. Members of the Board. Volunteers, here are a few fun
9 pictures. The two on the right, on my right were from adoption events.
10 We're trying really hard to make sure that we're more user friendly and I
11 mean that in the sense that we just allow for more engagement. So you
12 can see one of our new signs in the back. We've had that for a little bit
13 already, but this is a good picture where you can see it and we hang that
14 at all of our adoption events. On the far left, we were doing a photography
15 project on site. And that's where we do the weekly photography for our
16 database of adoptable animals and where we do our 12 dogs
17 photography.

18 So for the month of April, we had 407 volunteer hours and a total
19 number of 280 volunteers. Again, I always like to mention in full
20 transparency that this is not a continuous active 280 number. When
21 school is in session, it varies through different types of the season. But
22 this is how many people we have in our database that actively want to
23 stay on the database and come in when they can. I make sure every
24 about two months I send out "okay, I'm cleaning up the e-mail list again"
25 and so that is an accurate number.

26 So those hours went towards, 70 hours went towards cats and
27 laundry, and that's just cat enrichment on site; whether it be helping take
28 care of the cats and the cages and helping with laundry. Our Farmers and
29 Petco adoptions, which are adoptions every weekend, was 155 hours.
30 We had Harley-Davidson and we had the Order of the Eagles event which
31 was in Old Mesilla and that was 85 volunteer hours. We had Pet's Barn
32 and Petco cat care where we have our offsite catteries and that was 30
33 hours put in by volunteers. We have our photography teams which is our
34 dog photography and our cat photography and that's 33 hours. We did
35 have 30 hours of Excel which we have Excel students on site. And we
36 have socialization which was four hours. Typically, compared to last year
37 our socialization numbers are a little bit higher and we're hoping to bring
38 that back up now that our remodel is completely pretty much done.

39 And then on our left we have Katherine and so every week we do
40 Pet of the Week videos. I'm not sure if you all have seen them on our
41 Facebook page, but this was a video we had just finished shooting at the
42 park. Those are her two fosters, Joey and Leroy. Then on the right is a
43 fun picture at an adoption event. This family actually had just adopted that
44 dog. For our foster program, we have 12 families with 43 animals
45 currently. And then some more fun pictures. Which the one on the right is
46 like my absolute favorite. I hope it is yours too. And that's all for me.
Bernice. Thank you.

1
2 Navarro: Currently we do have 94 animals in the foster to adopt program. As you
3 know, that number has been decreasing slowly. So as we continue to get
4 those that are in the foster to adopt in and get them sterilized, that number
5 is dropping and sterilizing more in the shelter before they leave. Hopefully
6 that's going to continue to drop and pretty soon we should have very
7 minimal in that program.

8 The total surgeries in April, we had 47 for the public, 95 community
9 cats, 75 for our adoptions, 137 for the shelter. So that gave us a total of
10 354.

11
12 Ellins: Bernice, go back to that previous slide. We are reducing, we have a
13 program to reduce the normal public surgeries, is that correct?
14

15 Navarro: That is what we're currently doing, yes.
16

17 Ellins: So you're just honoring those who had a previous appointment or
18 somehow in the stream?
19

20 Navarro: Yes, that is correct. And then once we get those numbers down and we
21 do have the majority sterilized from the shelter itself, then we are hoping to
22 look into doing some more and adding some more public surgeries in the
23 future.
24

25 Ellins: But for the moment you want to get down to zero.
26

27 Navarro: But for the moment, yes we are not accepting new ones. Only the ones
28 that have been reclaimed from the shelter and those that have already
29 been scheduled.
30

31 Ellins: Thank you.
32

33 Navarro: So one of the things that we have done is consolidated how we're
34 reporting the numbers, the visitors to the shelter. As you know, the
35 majority of our construction has been completed. We are operating out of
36 the new lobby. So we only have one sign in sheet now. Before we
37 separated it from the reclaim side and the adoption side. We just have the
38 one sign in sheet, so all of the medical numbers everything like that will be
39 altogether. But we do still have each of the items that we have them sign
40 in for.

41 Those that came in looking to adopt or adopting for the month of
42 April was a little over 1,100. Medical 283. Those who were looking for
43 missing pets were 355. Those who brought in or found a stray animal was
44 86. And one note on that, on the found or stray animals we do try to
45 encourage those who find the animals if they can hold on to the animals
46 instead of having them impounded into the shelter. What we do is we take

1 their information, we get the animals picture, we have a notebook there
2 that people can go through, we bring them into the system so that they
3 can be shown on the website, and you can have access to looking for
4 those animals. So that's how many were brought as found but not
5 necessarily how many were impounded into the shelter.

6 Owner surrenders was 52. Those who came in for pet licensing,
7 82. Members of rescue organizations, 46. Those coming in for
8 euthanasia or cremation for their animals was 33. And other was 82. So
9 that gave us a grand total for the month of April for 2,171.

10
11 Ellins: Why are owners surrendering their animals for euthanasia?

12
13 Navarro: I'm sorry, I didn't understand.

14
15 Ellins: Why are owners surrendering their animals for euthanasia?

16
17 Navarro: Why are they surrendering for euthanasia?

18
19 Ellins: Yes.

20
21 Navarro: There are different reasons. Some of the pets are older and so they feel
22 that it's time to let the dog go home. So they come in to have them
23 euthanized. There are a few that sometimes bring them in because they
24 feel the animal is very aggressive and so they're not able to care for them.
25 Things like that. So there are a few different reasons why they come in
26 and bring them in.

27 Community outreach, we continue to go to the radio station. Wilson
28 Binkley continues to work on our advertising campaign. If you haven't yet,
29 we invite you to go into the lobby. They have put together a few little slide
30 shows that are educational, giving a few statistics, giving the prices for
31 different things that constantly shows on our screens that we have in the
32 lobby. So we do have educational information that's going out to the
33 public and we thank Wilson Binkley for putting those together for us.
34 Dog'Cruces magazine, the Classifieds. If you haven't yet also check the
35 Facebook. We're continuing to give the numbers on the Facebook.
36 There's a lot of good information that you can get from that. And we
37 continue to have the DACS senior program that they sponsor for payment
38 or partial payment for animals that are adopted from there.

39 One thing that I did want to include that I forgot to mention when
40 Dominique was speaking about the hours for the volunteers. We had a
41 little bit of a training session this past month also. It was noted that some
42 of the cleaning protocols were being done a little differently. Where they
43 were taking care of the cats on the off-sites at Pet's Barn and Petco and
44 things, so we did offer a training class to all of the volunteers that do that
45 for us. So there were a few more hours with that. They came in, we had
46 a couple of our techs from the shelter, they reiterated the cleaning

1 protocols that we're supposed to follow. So that way we can keep up and
2 make sure that the cats stay healthy at the offsite adoption centers. That
3 was a little increase too.

4 And that's Gouda, was our pet of the week. And a couple of our
5 other animals. And Montana is my favorite. If you have any other
6 questions.

7
8 Ellins: Questions by the Board? Thank you.

9
10 Navarro: Thank you.

11
12 **C. Committee Reports**

13
14 **1. Finance - David Dollahon, Committee Chair**

15
16 Ellins: At this time we'll take up committee reports. Finance. Mr. Dollahon.

17
18 Dollahon: I'm going to start with Mr. Saffell.

19
20 Saffell: Good morning Mr Chair, Members of the Board. My name is Josh Saffell
21 and on behalf of the Finance Department of the City of Las Cruces, I'd like
22 to present the unaudited financials as of April 2019.

23 On the balance sheet, if you have the packet before you that's page
24 one, Statement of Net Position. The general fund is showing about
25 \$370,000 in cash and \$89,000 in receivables. Total liabilities in the
26 general fund are about \$53,000. Overall the fund balance is at \$406,000
27 with \$164,000 unassigned.

28 Now looking at operations, this is going to be page two, Statements
29 of Revenues, Expenditures, and Changes in Fund Balance. We see the
30 general fund is showing about \$2,429,000 in revenue and \$2,243,000 in
31 expenditure, which gives us a positive net change to fund balance of
32 \$186,000. Looking at the percentages, the actual to budget. The total
33 revenues are at 86.1% of budget and the total expenses are at 77.3% of
34 budget. Our budget target for this period is about 83.3%. So revenues
35 are slightly higher than that which is good and expenditures are slightly
36 lower.

37 Here we show actual revenues compared to budget. The actual
38 revenues of \$2,429,000 are mainly due to Doña Ana and City
39 contributions per the Joint Powers Agreement. Here we see our
40 expenditure comparisons. Overall, many of the cost categories are
41 underneath the 83.3%. There are four that are not. Those four are
42 temporary agency services at 96.5%. This was due to several vacancies
43 in the front office and in kennel positions. But those were filled as of April
44 29, 2015. So we shouldn't see that number going up much more from this
45 point forward.

1 Repairs and maintenance are 85.4%. This was just due of course
2 as we discussed in previous months vehicle repair, some demolition, and
3 some electrical work. That's still kind of bringing that number up a little bit.
4 Supplies are at 89% and that's due to food purchases, software
5 purchases, and uniform purchases. Our insurance is at 87% which was of
6 course due to the payment of work comp premiums.

7 Looking at our Capital Projects Fund. We show cash of \$200,000.
8 A liability of \$77,000, which of course is monies received in advance for
9 PetSmart grant. And of course the fund balance is at \$123,000. \$50,000
10 of that is restricted for the cat room and \$73,000 of that is committed for
11 the project. That will conclude the April financial report. Are there any
12 questions?

13
14 Ellins: Board Member Smith.

15
16 Smith: Thank you Mr. Chairman. And thank you Mr. Saffell. I was just curious
17 your reference to 2015 on the temporary agency services. You said
18 something about 2015, something being filled at that point, and I wasn't
19 sure if you simply meant to say April 2019. But if it was referring back to
20 something in 2015 I was really curious as to how that was working.

21
22 Saffell: I do apologize if I said 2015. I meant 2019. They were filled as of April
23 29, 2019. Sorry.

24
25 Smith: Thank you very much. No, I certainly transpose numbers myself every
26 once in a while, but I just wanted to be sure. Thank you. Thank you Mr.
27 Chair. Thank you Mr. Saffell.

28
29 Ellins: Any other questions for the moment?

30
31 Dollahon: Mr. Chairman, Members of the Board. I don't have anything else. We are
32 moving to a regular Finance Committee meeting to be toward the end of
33 the month. It doesn't work perfectly for finance staff, but we will get a
34 touch in at the end of the month on year to date expenses or month to
35 date expenses. So Board Member Sanchez and Board Member Eakman
36 and I along with Finance and Budget staff have coordinated that. So as
37 we go forward with future meetings we'll be about two weeks from this
38 meeting that the Finance Committee will have met. So we've missed April
39 and parts of May so far, but we'll fix that at the end of this month and then
40 going forward.

41 The only other thing I need to do is I'm going to ask Ms. Terri
42 Gayhart. She doesn't even have to leave from her chair she just needs to
43 stay and wave her hand. Ms. Terri Gayhart is the City's new Finance
44 Director and she's been with us for a couple of months. So she's
45 responsible for City accounting, purchasing, disbursements, and treasury
46 management. I will be happy to, she is an animal lover, she's the proud

1 owner of three bloodhounds I believe. Black and tans. American black
2 and tan coon hounds. So she's amongst family here at the Animal Service
3 Center and she told me that she wasn't coming up to speak unless there
4 was a puppy here and I explained to her why we don't do that. So you
5 may not see Ms. Gayhart very often. You will most likely see Amador or
6 Josh who loves speaking before Boards about our financial status.

7 The other lady who's trying to avoid being seen is Ms. Josie Medina
8 who you've probably, some of you've seen in the past. She used to be our
9 budget analyst. She is now the City's Accounting Manager and she's Josh
10 and Amador's supervisor. So we just wanted to make those quick
11 introductions. You generally won't see those two because Josh and
12 Amador handle the day-to-day stuff really well for us. So we're in pretty
13 good shape. And I'll be back to present the budget resolution later.

14
15 Ellins: Any further questions?

16
17 **2. Executive - Lynn Ellins, Committee Chair**

18
19 Ellins: All right, the Executive Committee which is my report. I want to report on
20 two Executive Committee meetings. One of which I did not want to
21 discuss last month because there was some unresolved issues that have
22 since been resolved.

23 A question arose as to whether or not perhaps in a court order
24 when the Executive Director received an order to euthanize an animal,
25 whether or not the Executive Director had any discretion with regard to
26 taking such action. This led to a meeting with the County Animal Control
27 Officers and the County Manager, myself, and Ex-Officio Member Lusk
28 and her staff. After reading the statute and thrashing everything out it was
29 determined that the Executive Director does have discretion. For
30 instance, if the animal has been recommended for euthanasia by an
31 Animal Control Officer, if the Executive Director determines that the animal
32 is otherwise adoptable and the offense committed by the animal is
33 relatively minor, such as chasing chickens, that the Director has the
34 discretion to put that animal out for adoption with appropriate disclosures
35 to the adopting family. Don't let that dog near chickens. That was an
36 outcome that everyone was pleased with and Ex-Officio Member Lusk and
37 her staff were okay with.

38 At the last meeting on May 1st, we discussed the shelters role and
39 mission as to whether or not it completely captures or doesn't capture
40 everything that the shelter does. And it was agreed that there are things
41 that we do that go beyond the role and mission statement of the shelter.
42 And I've asked the Executive Director to submit a memo to me for
43 circulation describing those kinds of activities that we undertake that go
44 beyond the role and mission of the Board. And I expect to receive that
45 upon his return. We also discussed the fact that the veterinarian has
46 accepted a new position and the difficulties that we might have in

1 attracting somebody to fill that slot. Bernice, do you have any information
2 on that for the moment?

3
4 Navarro: The advertisement, the position has been posted through the City and
5 also through a couple of other agencies. We're working on getting it
6 posted with the American Veterans Medical Association. But it is in a
7 couple of other places right now. So we are actively pursuing, expecting
8 to get some applications in hopefully soon. And we are actively working
9 on trying to get a new medical director. This will be, the one that we
10 currently have, she will be leaving at the end of June. So we are hoping to
11 get somebody to start at the first of July.

12
13 Ellins: Okay, thank you. That concludes my report.

14
15 **3. Facilities - Greg Smith, Committee Chair**

16
17 Ellins: The next report is Board Member Smith on Facilities.

18
19 Smith: Thank you Mr. Chairman. We met a week ago on May 2nd and the things
20 that we had on the list there are things that we discussed; were that the
21 new furniture was schedule to be delivered on Monday, May 9th. Bernice
22 is nodding. We're getting nodded heads so I'm assuming that it was
23 delivered and everything is in great shape. Also, one thing that I brought
24 up with a couple of folks is that if that furniture, the old furniture is not
25 otherwise spoken for, we might have a place for it at the armory where
26 we're accepting asylum seekers.

27 The new cat cages we're waiting for an okay from the City of Las
28 Cruces Purchasing. Do we know of the current status on that as far as if
29 those are moving forward? Okay, so we're still waiting on that. The new
30 offices have been completed as has been mentioned a couple of times
31 and the whole addition and other remodeling have received a Certificate of
32 Substantial Completion. There was insufficient money in the budget to set
33 up the new laundry room. Because there were additional complications
34 about the size of the service to the water service and wastewater service
35 to that area. So we're looking at that laundry service being a part of the
36 2020 budget.

37 An architectural firm has been selected for the new facility. I saw in
38 a notice elsewhere, although they weren't able to tell us for sure or it
39 wasn't public at that point, but more recently I saw that that was ASA
40 Architects that was selected to do that. Is that correct Mr. Dollahon?

41
42 Dollahon: Mr. Chairman Board Member Smith. That is correct. That is scheduled
43 for award at your next regularly scheduled Council Meeting of May 20th.
44 We've completed contract negotiations. But until such time as the Council
45 acts it's not official. But we anticipate that will be done at the May 20th
46 meeting, which is a very full agenda.

1
2 Smith: Thank you Mr. Dollahon. Yes, and I'll be in Washington D.C. but I'll be
3 trying to call in. Anyway, I saw that on that agenda. I couldn't remember
4 exactly where I had seen it, but so that is on the agenda to be voted on at
5 that particular point, along with several other GO Bond items.
6 The air study has been done and the HVAC work for the kennels is
7 about to begin. Then on that particular day about over 70 animals were
8 heading out to Phoenix. And even though that's not strictly a facilities
9 thing, it was definitely part of our sensibility about what is working as far as
10 the sending animals out. So if there are no questions or other comments
11 regarding the Facilities, that's my report. I'm thrilled that we are at the
12 point of where we have maybe a few details to finish on the remodel but
13 otherwise the furniture's in and people are able to move into those offices.
14 Thank you Mr. Chairman.
15
16 Ellins: When will the grand opening take place?
17
18 Smith: A grand opening? We were looking to be sure that everything was
19 actually accomplished. So it looks like Ms. Navarro might be able to share
20 a little bit more on that.
21
22 Navarro: No, I was just going to confirm that that we don't have a date yet. But as
23 soon as Mr. Thacker comes back I'm sure we'll be getting that in order and
24 send information out to everybody.
25
26 Smith: Thank you Ms. Navarro. Thank you Mr. Chairman.
27
28 Dollahon: Alex, did you want to give a quick presentation?
29
30 Flores: Good morning. Members of the Board, Chairman. My name is Alex
31 Flores. I'm the Property Project Manager with Public Works and a lot of
32 the things have been covered by Board Member Smith. But as you may
33 know we issue a Substantial Completion on this project on April 18. Since
34 then the building's been occupied. We have a certificate, as you can see
35 on the project and we're still within the budget on this project. There's
36 been a new gravel surface parking lot being provided too for overflow
37 parking with the facility. And also we have been getting furnishings on the
38 building. As you can see on the picture there's a lot of boxes and crates
39 being delivered to the site.
40 On the project status, we have the new IT infrastructure in place.
41 The microwave relay. There's been also a new video surveillance system
42 in place as well, as well as the new access control card reader system.
43 It's my understanding that we're working with our facilities staff to issue
44 card readers and cards to everybody on staff.
45 As you can see we have the new furnishings in the offices. On the
46 look ahead, there are a few punch list items that the contractor's still

1 working on. Most of them have been completed. The final things that
2 we're looking for is final payment and also the *(inaudible)*. So we're
3 getting the final payment to the contractor at end project acceptance once
4 all the punch list items have been completed. There's also, we're working
5 on restriping the front parking lot to alleviate some of the directional issues
6 on the parking. And also additional signage. As Mr. Smith said, we're
7 waiting for those delivery installation of the new cat cages and also we're
8 waiting for the grand opening.

9 On the additional projects, we do have Parker, Smith, and Cooper
10 working on the design for the HVAC on the interior kennels. Their design
11 is scheduled to be completed by June 10th. At that point, we will issue the
12 bid for this project. And then also they did test assessment on the roof
13 and we'll need a new roof as well. So that will be a part of the project as
14 well. On the exterior kennels, we're doing an in-house design for that. We
15 do have some contracts that we're issuing at the moment. And we expect
16 to start construction here in the next couple weeks. If you have any
17 questions.

18
19 Ellins: Questions by the Board? Could you go back to the very first slide? Yes,
20 thank you. Has all the fencing been removed which diverted people to get
21 in by the visitors entrance?
22

23 Flores: Yes sir.

24
25 Ellins: Has that increased visitation? Bernice?
26

27 Navarro: Not yet.
28

29 Ellins: Not yet. Thank you.
30

31 Flores: Thank you.
32

33 **D. Zero in 7 Update**

34
35 Ellins: Next is Zero in 7 update.
36

37 Gilbert: Good morning Mr. Chair and Board. I'm Jean Gilbert. I'm the secretary
38 for the Coalition for Pets and People. Here's the mission statement for the
39 Coalition which was adopted in March 2017. Here is a listing of
40 community organizations that will be represented in the slides. And here
41 is a listing of Coalition activities for the month of April. We were at the
42 volunteer fair and in a minute you'll be seeing photos from that. And
43 secretary is spelled wrong there.

44 Chair and secretary myself, we held a meeting April 20th. Rick
45 Hahn, the chair, was on KTAL radio on April 26th talking to some extent
46 about microchipping. Because the Coalition is actively involved in

1 supporting microchipping events as well as other activities. And the
2 Coalition, we were involved in the recent ACES which was April 27th in
3 Berino. And Rick is currently in the Coalition. We're working on drafting a
4 microchip brochure and a lost pets brochure to eventually have in
5 circulation. We participated in some fundraisers too this month. Cat's
6 Meow, HSSNM, and SHAS.

7 Here's a picture of Rick Hahn the chair staffing our booth at the
8 volunteer fair. And there were between 1,500 and 1,600 people at that
9 event and there was over \$18,000 raised with matching funds through the
10 Community Foundation and United Way for 58 non-profits. And here is a
11 picture of us. We were the animal welfare organizations that were
12 represented at the community at the City volunteer fair. And here you see
13 April and Terry with Community Foundation and Rick Hahn representing
14 the Coalition. Myself representing the Humane Society of Southern New
15 Mexico and then Tricia Quillen representing Safe Haven and Ryan
16 Steinman who's the volunteer director with the City. Another photo from
17 the volunteer fair is a member of our board, Humane Society Board,
18 Casey Jobling.

19 Then you see the Humane Society stats for the month of April.
20 Hokey Wiley has been popular lately with her dogs Olivia and Knox. You
21 see her at Grace Village in the one with her Boston bull and with her
22 Boxer that we are over at Onate High School special ed. We did 41
23 humane education sessions this month and our adoptions are a total of 17
24 year to date. And our Cans for Critters is over 8,000, helping 179 animals.
25 And our microchip numbers are 7,600.

26 In addition HSSNM, we have a pet helpline. So we do a lot of work
27 through that. We've worked with Good Samaritan so that they'll retain the
28 animals that they've found to bypass the shelter. We helped with, worked
29 with Animal Control on a pit bull that was believed to be a (*inaudible*) dog.
30 We've helped resolve a small hoarding case with a person who
31 themselves was infected with scabies and so were their five cats. We've
32 helped TNR cats from a colony of 22 and we assisted in the month of April
33 with three dogs helping to get them spayed and neutered.

34 Here is Frank Bryce, the President of Humane Society. Frank is a
35 herpetologist and here he is at the Southwest Environmental Center doing
36 a presentation living with native reptiles. Part of our humane education
37 work. And I want to thank Gino Jimenez for coordinating this for the Boys
38 and Girls Club. This is a critter connection session and Officer Jimenez
39 was able to secure Officer Vega and Officer Ontiveros. Officer Vega
40 demonstrated tools that are used in the field by the officers and here he's
41 showing a control pull. Then Officer Ontiveros is bringing L.I.B.B.Y.,
42 brought L.I.B.B.Y. to the Boys and Girls Club and showed the children
43 how the training and then also the dog (*inaudible*). The reward for the dog
44 is a tug toy and so the kids really enjoyed seeing how that's used.
45 L.I.B.B.Y. stands for, and maybe you can help me, Las Cruces Is Beautiful
46 Because of You. That's what L.I.B.B.Y.'s name stands for.

1 Cat's Meow, they've had over 75 adoptions this year and they have
2 about 50 fosters. They had a very successful spring fling that some of us
3 with the Coalition attended during April at the Rio Grande Winery. And
4 here's a picture of Cleo shown at their facility and then Cleo pictured in her
5 new home.

6 Forever Homes Animal Rescue, you've seen previous slides about
7 them and you've heard mention of Jamie Jones who is the Las Cruces
8 coordinator. I have a picture of Jamie and she is the gal holding the
9 Chihuahua mix who she pulled from the shelter through Forever Homes
10 Animal Rescue. Jamie is her foster until, I believe the dog's name is
11 Blondie, is adopted or is placed in another, with another rescue. Forever
12 Homes Animal Rescue does a lot of advocating for the shelter and here
13 you see a picture of a senior dog who needed a home, pictured with her
14 adopter. Some of the advocating for the dog was done by Forever Homes
15 Animal Rescue. Forever Homes Animal Rescue rescued and transported
16 over 2,000 animals last year. And they're home base is in Alamogordo.

17 Here is a slide of APA with their stats. Their intake 72, their
18 adoptions 32, transfers 23, and microchips were 34 for the month of April.
19 And here you're seeing pictures of a couple of those 32 adoptions that
20 they had. APA has been doing a lot of fundraising because they, with the
21 volume of rescue work that they do they have very high medical bills. And
22 they're also working on their new facility getting it put together in phases.
23 They're also anticipating to be in their new thrift store by the fall. Here's
24 an example of a couple of the fundraisers they've done recently. Savers
25 accepts goods by the pound, they're weighed by the pound and then so
26 much money is given for that poundage and here you see an April check
27 for about \$550. And they also did another one in May and their proceeds
28 actually exceeded what they did in May. APA does every Friday what's
29 called \$5 Friday's and they offer a raffle basket and they're able to raise
30 money through that because people purchase the raffle.

31 I forgot to note that Michel Meunier is the director of APA and there
32 she's pictured with one of the staff of Savers receiving the check that they
33 got in April. The picture on the right is of Sue Peterson who is one of the
34 directors of 2 Hearts 4 Paws Animal Refuge. She was actually one of the
35 winners, the winner in April. Another photo of the wonderful support that
36 APA is so well known in the community and people are very generous.
37 You see a Girl Scout troop all the way from El Paso that donated items
38 and then you see Citizens Bank staff also donated. We haven't mentioned
39 the Pet Food Bank, but that was one of the very first programs of APA
40 which they've continued to do for close to a decade now. And I believe
41 that Pet Food Bank is open once a week. Here's their July fundraiser
42 coming up, their 7th Annual Mulligans for Mutts golf tournament will be
43 July 13th.

44 Broken Promises is very, very active. I think I mentioned last
45 month that HSSNM has operated the cattery at PetSmart for well over a
46 decade and now it has been changed to Broken Promises is now

1 managing the cattery. So you see a picture, I think they had three or four
2 adoptions for the month of April and here you're seeing one of them which
3 is Cabbie pictured on the left. Broken Promises operates a sanctuary and
4 Janet is an example of animals that they acquire. She came from a
5 hoarding case in Chaparral. Broken Promises does a lot of assistance
6 work for the Animal Shelter, taking feral cats and in this case here you see
7 a feral mom and her kittens that were pulled from the Animal Shelter.
8 Broken Promises also has a program that is fairly new called Highway to
9 Health. They rescue ferals whose injuries can be treated and they've
10 helped with a number of animals in that case who would otherwise not
11 really have much of a chance at all.

12 Something else that I think is very commendable that Broken
13 Promises does, APA does, is they take care of bottle babies. I saw a
14 picture of Rebecca, because Rebecca and I are friends on Facebook.
15 Rebecca Stanger, one of the directors with Broken Promises, feeding
16 there's Stella and Luna pictured on the right. And that was taken at 3 a.m.
17 So they're commendable because not only are they up in the middle of the
18 night but these are people that have full time jobs as well.

19 Cherished K-9's is also does a lot of assistance work for the shelter
20 and Cassie is an example of. They've been doing a lot of work helping,
21 especially animals that are pregnant or are soon to deliver. And in this
22 case Cassie was pulled by Cherished K-9's and placed in foster. There
23 she's actually pictured with her foster dad. Then went to Colorado and it
24 was just shortly thereafter that Cassie delivered four healthy puppies. And
25 they've been doing this work of being call it neo-natal, but helping with
26 pregnant animals. They've been doing this work for well over six months
27 now. Cherished K-9's here's a couple of pictures of some adoptions last
28 month. Carla has told me they average two to five adoptions a month and
29 they hold adoption promos twice a month featuring anywhere from 35 to
30 40 animals. And they're of course very active in transport, coordinating,
31 and facilitating special requests as well. Like this dog here, they were, a
32 volunteer actually saw this dog on a County road who was guarding the
33 body of a deceased dog and they had difficulty catching the dog. So they
34 set a trap and then were able to get that dog and take that dog in to their
35 foster program.

36 UNcaged Paws and I know it gets a little confusing, Kelly Barker's
37 programs. But it's UNcaged Paws. Tails from the Shelter, UNcaged
38 Paws, Check the Chip, and UNcaged Paws Freedom Flight too. And this
39 is Freedom Flight here with Dog is my Co-pilot and this was April 19th.
40 This flight took, which Kelly coordinated and arranged out of El Paso.
41 Joey was the only Animal Services dog that went on that flight and there
42 are others and there were 57 came from the El Paso area. Some people
43 drove quite a ways to bring their foster animals from out of the El Paso
44 area. The dogs went to Idaho and the partners involved were Idaho
45 Humane Society, Mountain Humane, and Alpine Humane Society. All of
46 this was coordinated with the El Paso Animal Services.

1 Here's more on the flight. Sophie, I had her picture included here
2 because her tag that she's wearing says "I'm a foster". And this dog as
3 they were, Kelly said as they were working at the puzzle piece which is
4 always more animals than they can sometimes take. That's why they
5 would like to have a satellite location. So the animals that don't fit could
6 go on another flight. But this dog actually got to ride with the pilot. The
7 dog on the right.

8 And speaking of Check the Chip, UNcaged Paws and the Humane
9 Society of Southern New Mexico were involved in two microchip events
10 this past weekend with 30 microchip implants done total. And there's a
11 breakdown of the UNcaged Paws and HSSNM. Kelly has a great program
12 through their lost to found Facebook page. But if an animal can bypass
13 the shelter, that animal they record those animals and those animals
14 receive free microchips. Five of those came and got their free microchip
15 during the weekend event.

16 This photo is taken at because one was, one of the microchip
17 events was at the Farmers Market. This one here where the photo is is at
18 Farmer's Insurance with Bruce Buchman who is the owner of the
19 business. UNcaged Paws or Tails from the Shelter team members Kathy,
20 Stephanie, and Denise. Then you see pictured Frank Bryce, President of
21 the Humane Society with one of our board members standing right above
22 him is Jeff Murphy.

23 Check the Chip holds their microchips the first Saturday of the
24 month at the Farmers Market at the South end. I believe it's the second
25 Saturday of the month, Mr. Ellins, that SHAS holds their courtesy Check
26 the Chip, if I'm correct on that.

27 Safe Haven has had 10 adoptions year to date and in the left hand
28 corner you see one of the adoptions. He has a golden retriever now as a
29 companion. And Clover and Jackson are two littermates who were
30 adopted together. The sanctuary capacity at Safe Haven is 45 dogs and
31 35 cats. Here you see some Zia Middle School students who held a
32 donation drive for Safe Haven in April. Safe Haven is very busy with
33 events. In addition to these promotions listed here for adoptions at
34 PetSmart, Rudy's Country Store and Barbeque, and they were at Better
35 Life Pet Foods recently and Farm and Ranch Heritage. They also feature
36 some of their animals at Yappy Hour. In addition to that, we of course
37 know that Tricia Quillen has the animal affairs Raise Your IQ with Tricia Q.
38 Also they had their recent and very successful Wining for the Animals
39 fundraiser. They're a very busy organization.

40 SNAP, they were recently awarded a \$25,000 grant from PetSmart
41 Charities to help continue their spay and neuter work. Here are the clinics
42 they've, two are shown here they've already held and then the next one
43 will be May the 20th. These are photos taken of animals that were spayed
44 and neutered at their April clinic.

45 Here's a picture of Rachael Snow who is the volunteer coordinator
46 with SNAP. Here she's pictured at the Berino ACES event which APA and

1 the Coalition did microchipping. SNAP was there to talk about their
2 voucher program in case anyone there was wanted to sign up their
3 animals. There you see their numbers. They've issued year to date 712
4 vouchers and they've spayed and neutered 455 dogs and 257 cats.
5 Those vouchers that have been redeemed at their clinics are 148.

6 Doña Ana County Humane Society has been busy with a number of
7 events and fundraisers. This is one of them where they held a first aid for
8 pets and there you see Dr. Calista leading the first aid class. Proceeds
9 from that class went to the Doña Ana County Humane Societies Animal
10 Relief Fund. Doña Ana County Humane Society was recently awarded
11 \$7,500 grant which they are going to use for their Animal Relief Fund.
12 Here you see an example of their Animal Relief Fund at work. This kitty
13 on the left was diagnosed with hyperthyroidism and thankfully through the
14 Animal Relief Fund they were able to diagnose the animal and get the
15 medication needed. This little dog on the right actually lost his foot. He
16 had to have that surgery and none of this would have been possible
17 without the support of the medical assistance from the ARF fund.

18 Doña Ana County Humane Society, one of their other programs is
19 Pets for Seniors. Here you see a couple of seniors who adopted pets at
20 the, their Pets for Seniors program offering the \$50 discount is applicable
21 for the Animal Shelter. So that is really something that's very very helpful
22 and very much needed. Doña Ana County Human Society and SNAP
23 cohost Yappy Hour. That's held the third Wednesday of the month, March
24 through October at St. Clair's. Their upcoming event is called May Movie
25 Madness.

26 The Dog Park Coalition is going to be holding a canine health and
27 safety clinic on May 18th. Dr. Carver will be doing vaccinations at that
28 event. Dr. Carver, by the way is very active in the other clinics that we've
29 referenced before; whether they're microchipping or not, Dr. Carver is
30 oftentimes at those events. Animal Control is going to be there for the
31 Check the Chip and to update the registration if it's needed. This will be
32 held at the dog park. The dog park recently held their annual meeting.

33 The Pet Network. The Las Cruces Pet Network is largely social
34 media but some of it is direct distribution. We have our distribution list and
35 so we send out notices about animals that are in need. Here's an
36 example of a cat in need of a home. One of our very active network
37 members has recently been hospitalized. Has been in the hospital for a
38 while. So actually it was 2 Hearts 4 Paws that led a food drive for that
39 individual and that's a picture of some of the donations for that food drive.
40 That's the end of the community report. Do you have any questions?

41
42 Ellins: Any questions from the Board? Board Member Smith.

43
44 Smith: Thank you Mr. Chairman. And thank you Ms. Gilbert. I am so impressed
45 with this community and the way people step up in so many areas. But
46 we had so many groups and that's quite a list to go through. I appreciate

1 you coming in with good grace each time and sharing all of that with us,
2 because there is so much going on. Just in general thank you. Thank you
3 Mr. Chair.

4
5 Gilbert: And I'm grateful my voice cooperated. If I remember last month, I felt like I
6 was coughing all the way through it. Thank you very much for your time.
7

8 **VI. Action Items**

9
10 **A. Resolution 2019-05: Accept FY20 Budget**

11
12 Ellins: We are now into action items. For the purpose of adopting the Fiscal Year
13 2020 Budget. Mr. Dollahon.

14
15 Dollahon: Mr. Chairman, Members of the Committee. Good morning again. Before
16 you on the last three pages that are double sided is the proposed FY19-20
17 budget that needs to be adopted so it can be incorporated into the City's
18 budget for approval and submission to the State Department of Finance
19 and Administration by the end of this month. Starting on the first page,
20 there's a projected expenses and the three columns are FY18 actual
21 expenses, FY19 projected expenses. That's where we project to be with
22 expenditure line items. And then FY20 is what is requested for next year.
23 First shown are salary and benefits expenses. As you can see expenses
24 are going up because of staffing and concerns, there is one significant
25 change and that's the reduction in the use of temporary agency services.
26 That is on there. That's because we're working really hard to maintain
27 staffing. So that gives us an FY20 proposed budget of \$2.128 million of
28 personnel and salary benefit expenditures.

29 Finishing on the next page are the operating expenses and that
30 shows a cut down from FY2018 from 831 to 827 in FY19 and then
31 \$700,000. That was done primarily in part to help balance the budgets
32 with revenue. Our total operating expenses projected is \$2.828 million for
33 FY20 which is up from the FY18 actuals but down from our FY19
34 projected budget.

35 On your next sheet are revenue expenses which includes
36 investment income, the transfers from the City's general fund, and then
37 associated licensing and various expenses from our outside partners;
38 where there is the transfer from the County, expenses from Anthony,
39 Sunland Park, Hatch. There is also pet licensing, vaccination expenses,
40 microchipping, adoptions, return to owners, spay and neuter expenses.
41 There are some other revenue grants that are in there; one's a carryover
42 of a local grant and another grant.

43 Page, what is essentially page four is your 7441 fund which is your
44 capital expenses. There's a \$37,000 carryover remaining grant. That is
45 for the outside kennels. There's a \$28,000 transfer in fund from object

1 801. That's from your ASCMV general fund to this capital fund to
2 complete the outside kennels project.

3 The last two pages are your actual fund summary examples. So for
4 fund 7440 which is the Animal Services general fund, we have a projected
5 beginning balance for FY20 of \$257,000. Revenues are expected to be
6 \$1.6 million which includes the County transfer of \$1.2 million. Then there
7 are expenditures both personnel operating and then the operating transfer
8 out to the capital fund of \$28,000. Then there's a transfer in, that's the
9 City's transfer in. So subtracting fund balance, plus revenue, minus
10 expenditures, plus the transfer in from the City, that gives you a predicted
11 ending balance of \$267,000. Then there's the required State required
12 1/12th reserve which is \$235,000 and that gives you a projected ending
13 balance to the ASCMV general fund of \$31,895. That's on the first page
14 of exhibit A. Second page of exhibit A is the capital fund 7441 which has
15 a projected beginning balance of \$11,665. Revenues, that's the grant of
16 \$37,000. The capital expenditure \$65,000 for the outside kennels. Then
17 there's the transfer in from the ASCMV general fund and so we will end up
18 with the same projected ending balance within the capital fund.

19 That's it for the FY20 proposed budget. We will have to look at this
20 at end of year close and then we'll look at it again based on the audit when
21 that occurs later in the year. We could be back to you in July, August, or
22 September for corrections, and then again with the audit for any
23 corrections based on that by the end of the year. The audit corrections
24 are usually related to liability expenses and so forth or any corrections to
25 the account summary as part of the audit. But with that Mr. Chairman,
26 Bernice, Bryan, and I stand for questions to the extent that we can answer
27 them.

28
29 Ellins: Board Member Smith.

30
31 Smith: Thank you Mr. Chairman. Mr. Dollahon, on exhibit A, page one where you
32 were talking about the transfer from the City, could you explain a little bit
33 more about how that works?

34
35 Dollahon: Mr. Chairman, Members of the Committee. The transfer from the City and
36 as required by the Joint Powers Agreement that we agreed with the
37 County to establish ASCMV, they both transfer the same amount. So
38 what happens from the City is we automatically transfer the \$1.25 million
39 and the County gets billed for a corresponding amount of equal amount.
40 And the \$1.25 million was what was agreed to starting in FY19. So we're
41 continuing that on. What happens is the City makes its transfer monthly.
42 The County contributes two months' worth in the month of July and then
43 the remaining balance is billed over the remaining 11 months. That is for
44 cash flow purposes so that we can ensure ASCMV has cash coming in
45 from the City and the County in order to pay the bills. That two-month
46 advance is done in July for that purpose and then the remaining balance is

1 billed out over the remaining 11 months. It is purely a cash flow
2 mechanism that contribution in the first month.

3
4 Smith: Thank you Mr. Dollahon. I guess basically then the reason that it's
5 handled differently for the City from how it is handled from the County as
6 far as how it's shown is simply because the City is the fiscal agent. Is that
7 correct?

8
9 Dollahon: Yes sir. Mr. Chairman, Board Member Smith. The City is able because
10 we're the fiscal agent and we're able to do journal entries for those fund
11 transfers. Whereas with the County we must do a billing.

12
13 Smith: Thank you very much. Appreciate that.

14
15 Dollahon: And the billing terms are agreed to in the Joint Powers Agreement. So the
16 County understands that we'll bill for two months' worth of expenditures in
17 July.

18
19 Smith: Great. Thank you Mr. Dollahon. Thank you Mr. Chairman.

20
21 Ellins: Board Member Eakman.

22
23 Eakman: Thank you Mr. Chair and thank you Mr. Dollahon. I appreciate this. First
24 question is on the first page. I was curious on how PARA will be reduced
25 in 2020 from 2019, number one, and also wondering if the workers
26 compensation there is very optimistic.

27
28 Dollahon: Mr. Chairman. I think the PARA is a performance, it's a percentage of the
29 employee's salary. And it's based on actual expenditures and hours
30 worked. So with vacancies you don't pay into PARA. So we're trying to
31 be optimistic I think. The percentage of contribution by the employer on
32 the employee's behalf I think that's probably a realistic number considering
33 what we spent in FY18 on actuals. I think that's probably a fairly safe
34 number.

35 The workers' comp expenses, that 510, is based on a formula that
36 the employee and the employer has to pay for out of each paycheck and
37 it's a relatively small amount. That is not actual workers' comp expenses
38 based on accidents and the like. That is covered out of another account
39 that is a liability account. Am I not correct Josh? Was that a shake of the
40 head yes? Okay. So that employer expense is only for a premium to the
41 workers' comp insurance that the employers have to pay. The employees
42 also pay a portion out of their pocket for that workers' comp premium. So
43 it is a very, very small amount each year. And it's the same for the
44 ASCMV as it is for the City.

45

1 Eakman: Thank you so much. We do not have a month-by-month cash flow
2 prediction in this budget and that's just fine with me. But I'm wondering,
3 just curious, are we going to be able to have a 1/12th reserve every month
4 during the coming year based on what we're seeing here?
5

6 Dollahon: Mr. Chairman, I believe that has been our standard practice and I don't
7 see that changing. We carry over that 1/12th from year after year after
8 year. So once it was initially established, we very rarely tap into that
9 1/12th reserve and then we have to replenish it by the end of the fiscal
10 year. We can tap into it, but to my knowledge we've never tapped into that
11 1/12th reserve for the ASCMV for an operating project, because we
12 already have the money there.
13

14 Eakman: I really support this projected budget you've brought forward. I'll only say
15 that cash flow we'll have to watch very carefully.
16

17 Dollahon: Mr. Chairman. I agree with you and we will be looking at the current FY19
18 budget cash flow as part of the May meeting. We will be doing that May
19 and June and probably in July we will also have to do an end of year
20 budget adjustment for the FY19 budget. That is common practice for the
21 City before we can close the FY19 books.
22

23 Eakman: Thank you Mr. Dollahon. Thank you Mr. Chair.
24

25 Ellins: Further Board comments? I have a question on the revenue schedule.
26 And I'm not sure I quite understood why the way the County contributes
27 and the City contributes are different, but let me just note that I see
28 revenue from Doña Ana County, City of Anthony, Sunland Park, Village of
29 Hatch, but nothing from the City of Las Cruces.
30

31 Dollahon: Mr. Chairman. I would encourage you to go up to the fifth line item on that
32 same page. That 7440, the object is 990100 and then project is 91000
33 transfer from. That \$1.25 million shown on that line item on the far right
34 that is the City's matching contribution just like the County. That is a flat
35 agreed upon fee. We do it as a transfer here because we're your fiscal
36 agent. That's where I was talking about we bill the County and we transfer
37 from the City.
38

39 Ellins: Further comment. May I have a motion to adopt the resolution adopting
40 Fiscal Year 2020 Annual Budget per exhibit A?
41

42 Smith: So moved Mr. Chair.
43

44 Gonzalez: Second.
45

1 Ellins: It's been moved and seconded. Is there further discussion? Would you
2 call the roll?
3
4 Dollahon: Mr. Chairman. If I may before Ms. Baum calls the roll? I'm going to give
5 credit where credit is due. This is not my budget, this is Clint Thacker's
6 budget, the Executive Director. This is his first full budget in cooperation
7 with his staff and with City budget staff. Because Mr. Thacker is not here
8 today, I was anointed the one to present but this is the Executive
9 Director's budget to the Council. So I just wanted everybody to know this.
10 I'm just the mouthpiece for the moment.
11
12 Ellins: Please call the roll.
13
14 Baum: Board Member Sanchez.
15
16 Sanchez: Yes.
17
18 Baum: Board Member Smith.
19
20 Smith: Yes.
21
22 Baum: Board Member Gonzalez.
23
24 Gonzalez: Yes.
25
26 Baum: Board Member Eakman.
27
28 Eakman: Yes.
29
30 Baum: Chairman Ellins.
31
32 Ellins: Yes. Budget is adopted.
33

34 **VII. PUBLIC INPUT**

35

36 Ellins: Now it's time for public input. Frank come forward.
37
38 Bryce: Frank Bryce, President, Humane Society of Southern New Mexico. These
39 meetings are getting better and better folks. Lots of good news and stuff.
40 I want to thank the shelter for what they're doing with our organization. I
41 took a cat up there yesterday and they diagnosed it as we suspected and
42 had to put it down. The problem that's related to it, and I'm not up here to
43 be nitty picky, but it was a colony cat or a TNR cat that had no colony
44 assignment. And when I got involved, it had a microchip and it went back
45 to an address but no body responsible. I think the Task Force is working
46 on that issue, but it does need to be resolved. When we find an injured

1 animal, it goes back to somebody who has responsibility for it. It had to go
2 back to the shelter because that's where the chip was assigned and they
3 did take it over and put the poor thing down. And a good Samaritan was
4 nice enough to do that.

5 I do have a question though, that I noticed as I went in the door at
6 the shelter, it says 'no dogs allowed' and it has a little explanation. My
7 problem and concern, even though it seems minor at the moment, there is
8 a law against leaving your dog in a car in Las Cruces and in that parking
9 lot in the summer time that could present a problem. We either need to
10 figure out how to alert the public that they can't leave their dogs in the car
11 or do something along that order. I was hoping Gino might step up here
12 and explain that, how that might be handled so that they, the patrons don't
13 get in trouble for leaving a dog in a car in the heat of the summer. Not so
14 bad in the winter and I think it's kind of, sort of as it is. Mr. Smith said last
15 time under the radar rather than under the table. But I don't want
16 somebody getting in trouble and I don't want a dog getting hurt because a
17 sign on the door says 'no dogs allowed' and you got your dog there in the
18 heat of the summer. If I could ask Gino to address that, I would
19 appreciate it if you could. Thank you.
20

21 Jimenez: Mr. Chairman, Members of the Board. There is no law in our ordinance
22 right now that is specific to leaving an animal in a vehicle. However, that
23 section is covered under our animal cruelty section which states that if an
24 owner of an animal allows their animal to suffer intentionally then they can
25 be charged with cruelty to animals. When we're addressing what we call
26 hot dogs, dogs that are left in vehicles, we are looking at the stress and
27 the distress of that animal while it's in that vehicle. So the temperature
28 really has nothing to do with it. It's how the dog is reacting to the heat
29 within that car. Every one of my officers is assigned or is equipped with a
30 laser thermometer that can read the temperature inside of the vehicles.
31 So let's say for example, the ambient temperature outside is 85 degrees.
32 However the temperature inside the vehicle is at 120. Then my officers
33 will act immediately to make sure that that animal does not succumb to
34 heat stroke or heat exhaustion.

35 But for what Mr. Bryce was alluding to, we don't want an animal to
36 be left in a parked car in front of the Animal Shelter. I don't know what the
37 policy is at the Animal Shelter right now for not allowing dogs in. Maybe
38 that's something that just needs to be readdressed now that construction
39 is over or something like that.
40

41 Ellins: Bernice, can you respond please?
42

43 Navarro: Yes, the reason that the policy had been put in place was mainly for
44 disease control. Since we haven't been allowing regular animals, found
45 animals that we don't know what they may be exposed to or anything like

1 that. They're not entering into the building at first. It has really helped to
2 help control the disease that comes into the shelter.

3 As far as leaving an animal out in the vehicle, we have added a
4 doorbell at the front entrance. So if you go and notice the little sign on
5 there. If there is any person who is coming in with a found animal or with
6 their animals, anything like that, and they feel that they cannot leave the
7 animal in the vehicle for whatever reason, they can go ahead and bring it
8 up to the outside, if they'll just ring that bell one of our staff members is
9 going to the front door to go and assist them in whatever way we can. So
10 if some people, individuals they come by themselves and they don't have
11 somebody else who can maybe hold on to the dog with them while they
12 come in to take care of paperwork, anything like that. We do have our
13 staff available to immediately go up to the front and to assist. So that way
14 we can still continue with our disease control but also not to allow any
15 animals to be out in the heat or anything in the vehicles.

16
17 Bryce: That does answer my question to some degree. I just didn't see that it
18 was posted large enough for me to find it and I was concerned. Because I
19 was in the shelter with a cat for quite a while. That would've been pretty
20 warm on an animal in the car. Thank you.

21
22 Dollahon: Mr. Chairman.

23
24 Ellins: Board Member Smith.

25
26 Dollahon: Mr. Chairman, sorry.

27
28 Ellins: I'm sorry. Mr. Dollahon.

29
30 Dollahon: I would encourage that we need to post that on ASCMV's website about
31 that practice. And I also know that the City's Public Information Office and
32 I'll work with Gino and hopefully the County can do the same. Because it
33 is becoming the hot time of the year that we do a public awareness
34 campaign about both leaving your children and your pets unaccompanied
35 in vehicles. So that is something that we've done in the past. So I'll ask
36 Gino to do that with our Public Information Office. We have an
37 established campaign for that. And then we should be posting that on
38 ASCMV website as to what to do when bringing a found animal to the
39 facility for disease prevention. I think that it's good advertisement for us
40 and good awareness.

41
42 Ellins: Further public?

43
44 Jimenez: Mr. Chairman. If I may. Just to answer to piggyback on what Mr.
45 Dollahon was saying, it was already in my schedule today to speak to PIO
46 both for the police department and for the City to put out that advertising

1 now so that we get the word out about the leaving animals and children in
2 those hot vehicles during the summertime.

3
4 Ellins: Thank you. Is there further public comment? Seeing none.

5
6 **VIII. CHAIR AND BOARD COMMENTS**

7
8 Ellins: Is there any further Board comment? Seeing none.

9
10 **IX. Adjournment (10:35 AM)**

11
12 Ellins: Without objection we are adjourned.

13
14 **BOARD OF DIRECTORS**

15
16 _____
17 Lynn Ellins, Chairperson

18
19 _____
20 Jack Eakman, Vice-Chair

21
22 _____
23 Kasandra Gandara, Board Member

24
25 _____
26 Ramon S. Gonzalez, Board Member

27
28 _____
29 Manuel Sanchez, Board Member

30
31 _____
32 Gregory Z. Smith, Vice Chairperson

33
34
35
36
37
38
39 **ATTEST:**

40
41
42
43 _____
44 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: June 11, 2019 **File #:** F-19-148

Subject: Animal Service Center of the Mesilla Valley Unaudited Financial Reports for May 31, 2019.

Attached are the unaudited financial results of the Animal Service Center for the period ending May 31, 2019, below are some observations for your consideration:

- The Statement of Net Position (page 1) shows a cash balance of \$228,693 in the General Fund. There are outstanding account receivables in the amount of \$88,776. \$88,636 is due from Dona Ana County and \$140 from the City of Sunland Park. The General Fund has \$52,604 in outstanding payroll liabilities.
- The Capital Projects Fund also on page 1 shows a cash balance of \$138,455. There are no outstanding receivables in the Capital Fund. There is a \$77,000 PetSmart Grant in Revenues Collected in Advance for the infirmary upgrades that will be completely expended in July 2019 according to Public Works. There is currently \$64,163 encumbered towards the project.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$2,629,706. YTD operating expenditures are at \$2,585,068 which results in an increase in Net Fund Balance of \$44,638.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 93.2% of budgeted revenues and 89.1% of budgeted expenditures have been recognized. The current budget parameter for this month is 91.7%.
- The Grants and Donations Schedule on page 7 provides a Life-to-Date Summary of grants and donations.

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

Initials: 

CC: Amador Espinosa, Accountant

Initials: AE

Animal Service Center of the Mesilla Valley
Statement of Net Position
 May 31, 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	\$ 228,693	\$ 138,455	\$ -	\$ 367,148
Accounts receivable	88,776	-	-	88,776
Total Current Assets	<u>317,469</u>	<u>138,455</u>	<u>-</u>	<u>455,924</u>
Capital Assets				
Equipment, net of accum depr	-	-	262,085	262,085
Total Capital Assets	<u>-</u>	<u>-</u>	<u>262,085</u>	<u>262,085</u>
Total Assets	<u>\$ 317,469</u>	<u>\$ 138,455</u>	<u>\$ 262,085</u>	<u>\$ 718,009</u>
Liabilities				
Current Liabilities				
Accounts payable	-	-	-	-
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	52,604	-	-	52,604
Revenue collected in advance	-	77,000	-	77,000
Total Current Liabilities	<u>52,604</u>	<u>77,000</u>	<u>-</u>	<u>129,604</u>
Fund Balance				
Required reserve	241,742	-	-	241,742
Restricted	-	50,000	-	50,000
Unassigned	23,123	11,455	262,085	296,663
Total Fund Balance	<u>264,865</u>	<u>61,455</u>	<u>262,085</u>	<u>588,405</u>
Total Liabilities and Fund Balance	<u>\$ 317,469</u>	<u>\$ 138,455</u>	<u>\$ 262,085</u>	<u>\$ 718,009</u>

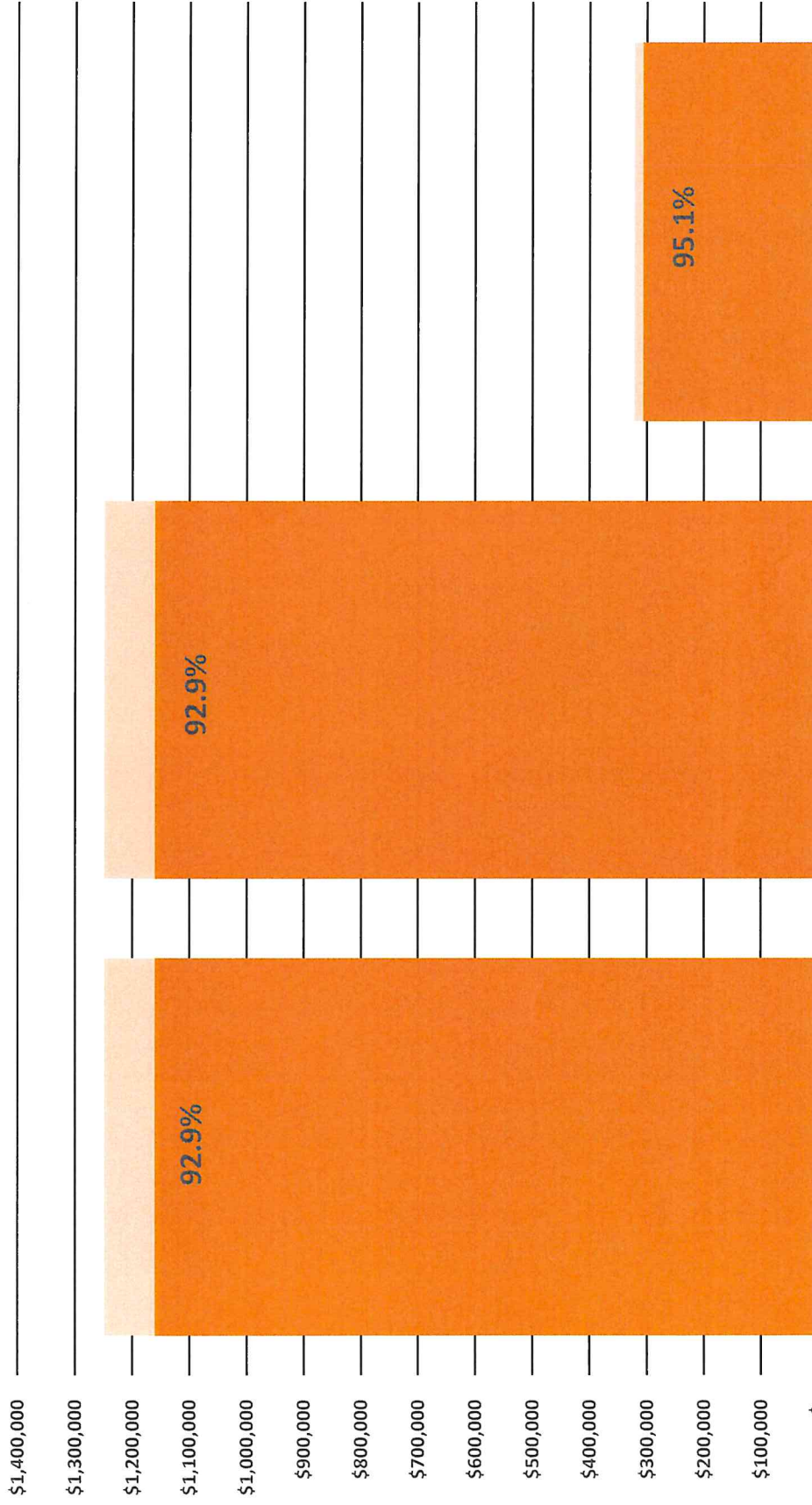
**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
as of May 31, 2019**

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
Revenues				
Pet licenses-CLC	\$ 34,223	\$ -	\$ -	\$ 34,223
Pet licenses-DAC	14,177	-	-	14,177
Vaccinations	16,968	-	-	16,968
Pet micro-chip	19,385	-	-	19,385
Onsite adoptions	48,334	-	-	48,334
Return to owner-DAC	10,318	-	-	10,318
Return to owner-CLC	23,009	-	-	23,009
Spay/neuter	38,588	-	-	38,588
Dona Ana County	1,161,364	-	-	1,161,364
City of Las Cruces	1,161,364	-	-	1,161,364
City of Anthony	5,600	-	-	5,600
Donations & memorials	26,599	-	-	26,599
Grant revenue	20,000	38,000	-	58,000
City of Sunland Park	140	-	-	140
Village of Hatch	105	-	-	105
Other revenue	28,802	-	-	28,802
Investment income	20,731	-	-	20,731
Total revenues	<u>2,629,706</u>	<u>38,000</u>	<u>-</u>	<u>2,667,707</u>
Expenditures				
Personnel	1,764,956	-	-	1,764,956
Temp agency services	79,809	-	-	79,809
Repairs and maintenance	42,266	-	-	42,266
Services	395,264	-	-	395,264
Supplies	195,597	-	-	195,597
Insurance	48,686	-	-	48,686
Other	27,369	-	-	27,369
Depreciation	-	-	35,028	35,028
Capital outlay	31,121	991,896	-	1,023,017
Total expenditures	<u>2,585,068</u>	<u>991,896</u>	<u>35,028</u>	<u>3,611,992</u>
Net Operating Income (Loss)	<u>44,638</u>	<u>(953,896)</u>	<u>(35,028)</u>	<u>(944,286)</u>
Transfers	-	-	-	-
Net Change in Fund Balance	<u>44,638</u>	<u>(953,896)</u>	<u>(35,028)</u>	<u>(944,286)</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>31,121</u>	<u>31,121</u>
Beginning Fund Balance	<u>220,227</u>	<u>1,015,351</u>	<u>265,992</u>	<u>1,501,570</u>
Ending Fund Balance	<u>\$ 264,865</u>	<u>\$ 61,455</u>	<u>\$ 262,085</u>	<u>\$ 588,405</u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance - Budget and Actual
as of May 31, 2019**

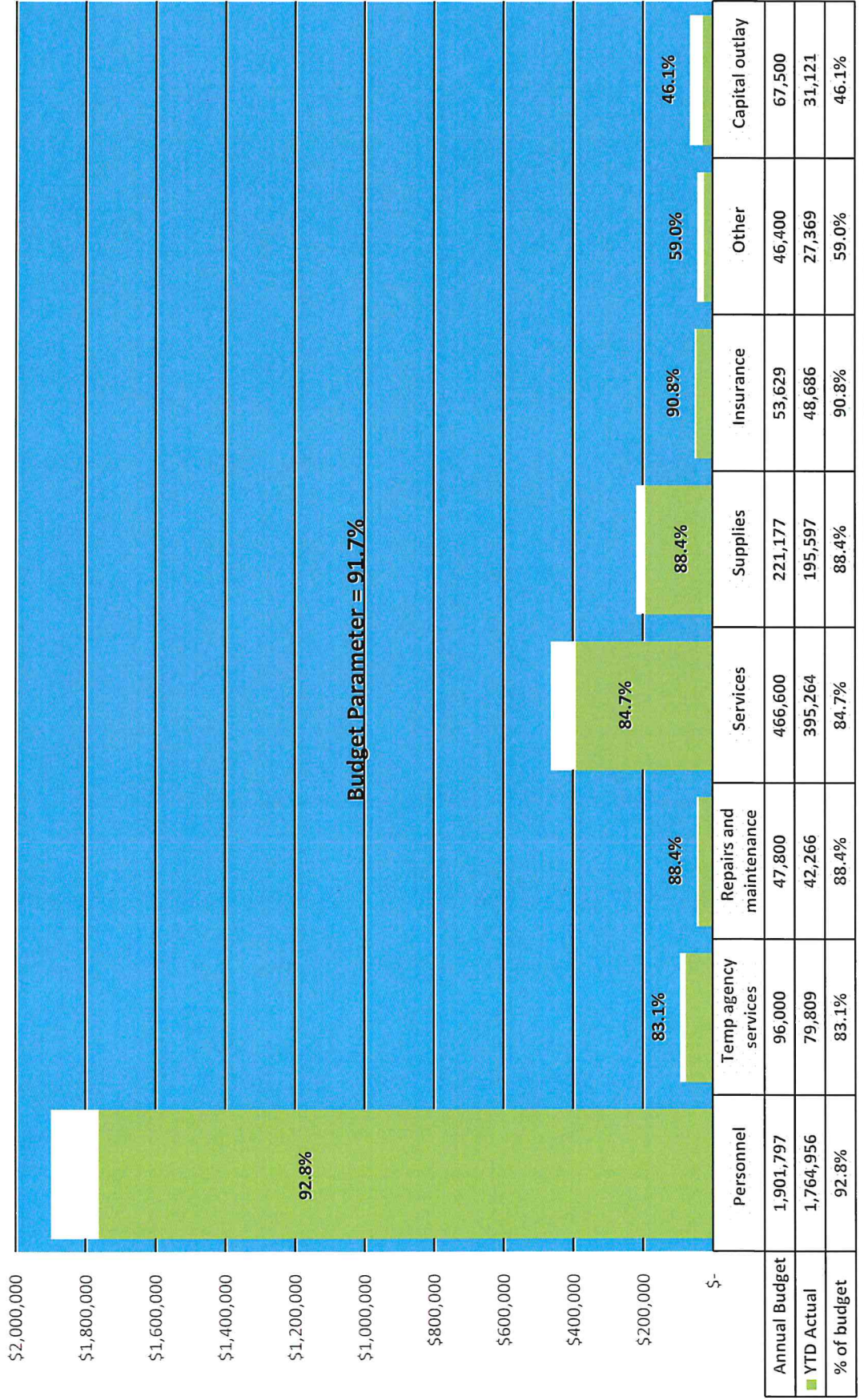
	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Pet licenses-CLC	\$ 50,000	\$ 34,223	68.4%
Pet licenses-DAC	18,000	14,177	78.8%
Vaccinations	18,850	16,968	90.0%
Pet micro-chip	25,000	19,385	77.5%
Onsite adoptions	45,000	48,334	107.4%
Return to owner-DAC	10,000	10,318	103.2%
Return to owner-CLC	25,000	23,009	92.0%
Spay/neuter	40,000	38,588	96.5%
Dona Ana County	1,250,000	1,161,364	92.9%
City of Las Cruces	1,250,000	1,161,364	92.9%
City of Anthony	3,000	5,600	186.7%
Donations & memorials	23,619	26,599	112.6%
Grant Revenue	20,000	20,000	100.0%
City of Sunland Park	500	140	28.0%
Village of Hatch	200	105	52.5%
Other revenue	26,667	28,802	108.0%
Investment income	17,000	20,731	121.9%
Total revenues	<u>2,822,836</u>	<u>2,629,706</u>	93.2%
Expenditures			
Personnel	1,901,797	1,764,956	92.8%
Temp agency services	96,000	79,809	83.1%
Repairs and maintenance	47,800	42,266	88.4%
Services	466,600	395,264	84.7%
Supplies	221,177	195,597	88.4%
Insurance	53,629	48,686	90.8%
Other	46,400	27,369	59.0%
Capital outlay	67,500	31,121	46.1%
Total expenditures	<u>2,900,903</u>	<u>2,585,068</u>	89.1%
Net income (loss)	<u>(78,067)</u>	<u>44,638</u>	
Transfer to capital from operations	<u>-</u>	<u>-</u>	
Net change in fund balance	<u>\$ (78,067)</u>	<u>44,638</u>	
Beginning Fund Balance		<u>220,227</u>	
Ending Fund Balance		<u>\$ 264,865</u>	

Animal Service Center of the Mesilla Valley
 Annual Budget vs. Actual Year-To-Date
 Revenues as of May 31, 2019



	DAC	CLC	All other rev
Annual Budget	1,250,000	1,250,000	322,836
YTD Actual	1,161,364	1,161,364	306,978
% of budget	92.9%	92.9%	95.1%

**Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date
Expenditures as of May 31, 2019**



Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
July 2018 Through June 2019 (Unaudited)

General Fund
7440

	Revised Budget	July-18	August-18	September-18	October-18	November-18	December-18	January-19	February-19	March-19	April-19	May-19	Total	Actual/Bgt %
Revenues														
Pet licenses-CLC	\$ 50,000	\$ 5,234	\$ 3,566	\$ 3,046	\$ 3,664	\$ 1,580	\$ 1,975	\$ 2,629	\$ 3,379	\$ 3,072	\$ 3,458	\$ 2,630	\$ 34,223	68.4%
Pet licenses-DAC	18,000	1,764	1,196	1,002	1,548	1,571	1,960	1,487	750	1,085	746	1,068	14,177	78.8%
Vaccinations	18,850	2,238	1,715	1,095	1,972	1,245	1,245	1,704	1,291	1,805	1,243	1,415	16,968	90.0%
Pet micro-chip	25,000	2,924	1,483	1,463	1,853	1,415	1,135	2,232	1,457	2,098	1,635	1,690	19,385	77.5%
Onsite adoptions	45,000	2,632	2,295	2,390	4,210	4,677	2,147	9,680	4,107	6,333	4,566	5,278	48,334	107.4%
Return to owner-DAC	10,000	1,076	571	956	1,141	502	628	709	983	1,760	814	1,168	10,318	103.2%
Return to owner-CLC	25,000	1,977	2,026	1,709	2,142	1,830	2,148	2,150	2,620	2,194	1,855	2,358	23,009	92.0%
Spay/neuter	40,000	5,641	6,506	3,793	5,766	2,790	3,337	2,501	2,077	2,507	1,800	1,870	38,588	96.5%
Dona Ana County	1,250,000	275,000	88,636	88,636	88,636	88,636	88,636	88,636	88,636	88,636	88,636	88,636	1,161,364	92.9%
City of Las Cruces	1,250,000	275,000	88,636	88,636	88,636	88,636	88,636	88,636	88,636	88,636	88,636	88,636	1,161,364	92.9%
City of Anthony	3,000	-	-	-	-	2,695	-	-	2,905	-	-	-	5,600	186.7%
Donations & memorials	23,619	4,326	1,740	5,258	1,646	1,273	1,587	1,180	1,162	3,878	1,434	3,116	26,999	112.6%
Grant revenue	20,000	-	-	-	-	-	-	20,000	-	-	-	-	20,000	100.0%
City of Sunland Park	500	-	-	-	-	140	-	-	-	-	-	-	140	28.0%
Village of Hatch	200	-	-	-	-	105	-	-	-	-	-	-	105	52.5%
Other revenue	26,667	1,885	1,024	8,261	2,732	980	7,569	1,164	906	911	1,056	2,314	28,802	108.0%
Investment income	17,000	2,694	-	-	12,805	-	12,805	-	1,890	1,695	1,647	-	20,731	121.9%
Total revenues	2,822,836	562,391	199,384	206,245	203,946	198,075	213,808	222,708	200,809	204,610	197,546	200,179	2,629,706	93.2%
Expenditures														
Personnel	1,901,797	100,654	141,754	144,346	133,296	233,149	168,374	152,315	154,403	146,007	151,991	238,668	1,764,956	92.8%
Temp agency services	96,000	19,587	(8,553)	5,073	9,866	5,510	8,863	5,139	-	20,582	11,131	2,610	79,809	83.1%
Repairs and maintenance	47,800	1,424	2,050	7,853	3,228	381	12,661	4,729	6,522	1,865	104	1,459	42,266	88.4%
Services	466,600	41,810	32,738	32,141	55,762	33,113	47,718	17,757	18,879	41,402	25,237	48,706	395,264	84.7%
Supplies	221,177	8,402	17,941	25,430	21,053	17,969	10,829	16,333	26,114	20,249	16,506	14,773	195,597	88.4%
Insurance	53,629	-	22,055	2,054	10,421	2,054	2,054	2,738	2,054	2,053	3,203	2,053	48,886	90.8%
Other	46,400	2,382	1,151	3,412	3,773	2,619	1,125	4,017	1,389	4,262	1,187	2,054	27,369	59.0%
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Capital outlay	67,500	-	-	-	-	-	-	-	-	-	-	31,121	31,121	46.1%
Total expenditures:	2,900,903	174,259	209,136	220,309	237,399	294,795	251,624	203,028	207,307	236,410	208,359	341,444	2,595,068	89.1%
Net Operating Income (Loss)	(78,067)	408,132	(9,752)	(14,064)	(33,453)	(96,720)	(37,816)	19,680	(6,498)	(31,800)	(11,813)	(141,265)	44,638	
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Change in Fund Balance	\$ (78,067)	\$ 408,132	\$ (9,752)	\$ (14,064)	\$ (33,453)	\$ (96,720)	\$ (37,816)	\$ 19,680	\$ (6,498)	\$ (31,800)	\$ (11,813)	\$ (141,265)	\$ 44,638	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of May 31 ,2019**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7441	11627	STERN DONATION	\$ 50,000	-	\$ 50,000	Donation	upon completion	The Kern donation provides funding strictly for costs associated with the renovation of the cat room.
7441	11628	PETCO GRANT	\$ 38,000	38,000	\$ -	Grant	fully expended	The grant funds support costs associated with constructing a new adoption lobby, office support space, and renovating existing admin area.
7441	11732	PETSMART RENOVATION	\$ 77,000	-	\$ 77,000	Grant	07/31/19	The grant funds will be used to construct and renovate the shelter infirmary area, i.e. concrete slab work, plumbing, electrical work.
7440	11764	PETSMART	\$ 20,000	20,000	\$ -	Grant	8/31/2019- fully expended	The grant funds support costs associated with transportation, vaccination , health certificates , medical treatment.

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2019-06**

A RESOLUTION TO ACCEPT THE \$3,319.01 DONATION FOR THE PURCHASE OF NEW LAPTOP COMPUTERS AND ADJUST THE ADOPTED FY19 BUDGET

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

WHEREAS, the ASCMV received a donation from BORMAN AUTOPLEX, and request the donation monies in the amount of \$3,319.01 be applied to the purchase of new laptop computers and any necessary accessories; and

WHEREAS, this donation provides funding strictly for costs associated with the laptop computers; and

WHEREAS, a budget adjustment is required to set up revenue and appropriate expenses associated with the purchase of the laptop computers.

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

(I)

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

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY19 budget for the ASCMV.

(III)

THAT, ASCMV staff be and hereby are 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 13th day of June, 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

Vicki Lusk, Ex-Officio Member _____ yea nay

ATTEST:

Amanda Lopez Askin, Ph. D., County Clerk

ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
BUDGET ADJUSTMENT REQUEST
 BUDGET FISCAL YEAR 2018-19

	7440 ANIMAL SERVICES CENTER 2018-19			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 488,787	330,082		330,082
Revenues				
ASCMV Revenues	2,890,200	2,822,836	3,319	2,826,155
Total Revenues	2,890,200	2,822,836	3,319	2,826,155
TOTAL RESOURCES	\$ 3,378,987	3,152,918	3,319	3,156,237
Expenditures				
Personnel	2,035,355	1,981,797		1,981,797
Operating	855,629	827,606	3,319	830,925
Capital	91,500	91,500		91,500
Total Expenditures	\$ 2,982,484	2,900,903	3,319	2,904,222
Transfer to 7441-	0	0		0
ENDING BALANCE	\$ 396,503	252,015		252,015
Reserve:				
1/12th Reserve	248,540	241,742		242,019
UN-RESERVED BALANCE	\$ 147,963	10,273	3,319	9,996

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2019-07**

A RESOLUTION TO ESTABLISH A FEE FOR ANIMALS SURRENDERED AT THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY.

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

WHEREAS, under the ASCMV Joint Powers Agreement, under CONDITIONS-5-G-10., the ASCMV Board is authorized to set fees and charges for services provided at the ASCMV; and

WHEREAS, the ASCMV currently accepts animals that have been surrendered by their owners at no cost; and

WHEREAS, the cost to care for and re-home pets can be hundreds of dollars for each animal, and a surrender fee would help subsidize these costs along with other fees already established by the ASCMV.

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

(I)

THAT upon approval of the ASCMV Board, an Animal Surrender Fee will be charged for owned animals brought to the shelter and relinquished by the owner or their designee; and

THAT the fee amount will be included in the ASCMV fee schedule; and

THAT all fees collected will be deposited into the ASCMV operating account.

(III)

THAT, ASCMV staff be hereby authorized to take any action necessary to implement the Animal Surrender Fee.

PASSED AND APPROVED this 13th day of June, 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

Vicki Lusk, Ex-Officio Member _____ ___yea___ nay

ATTEST:

Amanda Lopez Askin, Ph. D., County Clerk