



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS MEETING

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Thursday, August 26th, 2021 at 9am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

Individuals who are unable to attend in person may view this meeting on **CLC-TV, cable channel 20 on Comcast**, or on **YouTube.com/clctv20**.

Per the most recent COVID-19 Public Health Order, those attending the meeting shall be required to wear a face mask.

AGENDA

I. Call to Order & Determination of a Quorum

II. Changes to Agenda and Approval of Agenda

III. Minutes

- a. Approval of the Minutes from the regular ASCMV Board Meeting held July 22nd, 2021.

IV. Reports/Presentations

- a. Action Programs for Animals (APA) – Michel Meunier
- b. City and County ACO Reports – City Animal Control and County Animal Control
- c. Shelter Statistics/Activities – Clint Thacker
- d. New Facility Artwork – Ceci Vasconcellos
- e. Committee Reports
 1. Finance – Eric Enriquez, Committee Chair
 2. Executive – Manuel Sanchez, Committee Chair
 3. Facilities – Kasandra Gandara, Committee Chair

V. Action Items

- a. Resolution 2021-07: Transfer Funds from Fund Balance to Operating Account for New Construction

VI. Public Input

VII. Chair and Board Comments

VIII. Adjournment

Next Meeting: September 23rd, 2021 at 9:00 am.

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **July 22, 2021, at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Manuel Sanchez - Chairman
8 Tessa Abeyta-Stuve – Vice-Chair
9 Lynn Ellins – Board Member
10 Yvonne Flores - Board Member
11 Eric Enriquez - Ex-Officio Member

12
13 **BOARD MEMBERS ABSENT:**

14 Kasandra Gandara - Board Member
15 Diana Murillo-Trujillo- Board Member
16 Chuck McMahon - Ex-Officio Member

17
18 **I. Call to Order & Determination of Quorum (9:00 a.m.):** Chair Flores called the
19 meeting to order.

20
21 **II. Changes to Agenda and Approval of Agenda:** Motion by Board Member Flores,
22 second by Vice-Chair Abeyta-Stuve. Motion passed.

23
24 **III. Minutes**

25
26 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
27 **June 24, 2021:** Motion by Board Member Flores, second by Vice-Chair
28 Abeyta-Stuve. Motion passed. Board Member Flores stated that page six,
29 line six, item two the Executive Committee Report says Chair Vasquez
30 which should be Chair Sanchez.

31
32 Motion to reconsider the meeting minutes of June 24, 2021, by Vice-Chair
33 Abeyta-Stuve, second by Board Member Flores. Motion passed.

34
35 Motion to approve minutes as amended by Board Member Flores, second
36 by Vice-Chair Abeyta-Stuve. Motion passed.

37
38 **IV. Reports/Presentations**

39
40 **A. City and County ACO Reports - City and County Animal Control:** Mary
41 Lou Ward from County ACO gave the report to include 346 reported strays of
42 which 132 were picked up; 46 cats and 86 dogs. There were 22 sick or injured
43 animals; 13 cats and nine dogs. There were six owner surrender animals
44 which were all dogs. A four year comparison chart of reported strays was
45 shown; 346 was a large increase from the past month. Possibly due to
46 quarantine being lifted so everyone is out. A four year comparison chart of

1 field return to owner was shown; 26 RTO's in June. Additional animals picked
2 up included six dogs, 22 sick or injured animals, one welfare hold, and six
3 shelter quarantines. A slide of the Geo Districts was shown. District 1 had no
4 cats and two dog, District 2 had one cats and 15 dogs, District 3 had seven
5 cats and 22 dogs, District 4 had 27 cats and 20 dogs, District 5 had seven cats
6 and six dogs, District 6 had no cats and four dogs, and District 7 had four cats
7 and 17 dogs. The reasons for the owner release animals was aggressiveness.

8
9 Gino Jimenez from City ACO gave their report to include 617 stray animal calls;
10 303 were gone on arrival and 314 were apprehended. 282 were impounded
11 at the ASCMV; 103 dogs and 179 cats. There were 32 successful field return
12 with 11 unsuccessful for a total of 42 identifiable stray animals. A three year
13 comparison chart of stray animal calls was shown; last month was exceptional
14 with how high the numbers were. A three year comparison chart of field RTO
15 was shown; June was within average of the 30 amount with 32.

16
17 Reasons for owner release included 10 dogs that was one female, one male,
18 and eight puppies where the owner was moving and could not take them,
19 seven dogs from a residence of two adult females, one adult male, and four
20 puppies as they were being evicted and could not take them, seven dogs
21 where the owner could no longer take care of them and the rescue would not
22 take them back, six dogs aggressive towards people or pets, five dogs the
23 mom dog would not allow puppies to feed and the owner could not afford the
24 vet visit, three dogs who were destructive with one owner given an eviction
25 notice, three sick dogs, two dogs that killed owner's chickens, two dogs old
26 with health issues that requested euthanasia, one dog that kept escaping, and
27 one dog as the owner had no time for it.

28
29 The reasons of being unable to field RTO include eight had no contact with
30 the owner by phone or at the residence, two chip was not registered, and one
31 chip information was not current. A map of the strays was shown; blue dots
32 are dogs, orange dots are cats, and red dots are anything other than dogs and
33 cats. The map is available on the City of Las Cruces web page. He viewed
34 West Hadley which had a tremendous number of cats picked up; each dot can
35 be multiple animals but clicking on the dot will give you more information.
36 There was discussion on how the addresses work when picking up strays; the
37 address noted is where the animal was picked up not where it lived. Board
38 Member Flores commented that the eviction owner releases will begin
39 happening more and more due to lack of eviction protection. She suggested
40 educating the public on receiving a lease that allows them to have animals.

41
42 **B. Shelter Statistics/Activities:** Clint Thacker gave the ASCMV Executive
43 Director's report. The current animal count is 570; 361 dogs, 206 cats, and
44 three others which is above the numbers from June 2020 but less than June
45 2019. Staff is currently working to lower the amount as 570 is too high with the
46 staff available. Total intake for June is 785 compared to 562 for June 2020

1 and 1,044 for June 2019; included 420 dogs, 360 cats, and five other. Total
2 June transfers to rescues is 247; the individual rescues with specific numbers
3 were shown. Mr. Thacker specifically thanked ACTion Programs for Animals,
4 Broken Promises SW, Colorado Puppy Rescue, the medical team, and the
5 fosters. The Oregon Safe Haven Society were involved in the flight with Dog
6 is my Co-Pilot and New Hope Rescue in Colorado also rescued 17 dogs and
7 nine cats. Many rescues are freezing intake as they are full.

8
9 There were five returns of all dogs; four had a behavior issue and one lifestyle
10 change. For behavior issues the Animal Shelter offers training lessons or
11 alternatives but the owners don't always accept the help. There were 103
12 adoptions in 2021 compared to 72 adoptions in 2020; percentage was 13.1%
13 in 2021 compared to 12.8% in 2020. Rescues were at 31.5%; reclaims were
14 at 9.8%; community cats were at 4.6%; euthanasia was 20% of animals that
15 have issues either medical or behavioral. The total is a 75% live release rate
16 compared to June 2020 81.4% live release rate. Euthanasia reasons were
17 mainly due to feral cats, general medical, and aggressive behavior of dogs.
18 Total visitors in June was 842. Adoption appointments scheduled were 131;
19 106 were kept which totals 81% with 73 finalized adoptions which totals 56%.
20 The website page views were 36,040 for the month of June; the second lowest
21 of the year. Facebook views are at 3,092 which is the highest this year. The
22 pets of the week are Robyn the cat and Carina the dog.

23
24 There was discussion on wildlife being in the euthanasia reason report; ASCMV
25 needs to be the last resort. Board Member Flores suggested sharing
26 information in the Sun News or Bulletin in regards to various issues. Mr.
27 Thacker stated they have a grant writer who has come up with monthly topics
28 to discuss and is talking with Sun News to include that. Vice-Chair Abeyta-
29 Stuve commented that she likes the appointment setting and believes it's a
30 good way to proceed for health of the shelter as well as giving people more
31 pause to consider all sides of pet ownership.

32
33 Mr. Thacker introduced their new grant writer; Elaine Stacher Simon. Ms.
34 Simon stated she's been with the Center since July 6th. She went on to give a
35 brief history of her work; involved with different animal welfare efforts and
36 currently involved with Kitty Glitter which is a jewelry sale that benefits the cat
37 rescues in town. October 8th and 9th are the dates of the next sale. She has
38 worked with grant writing at the New Mexico State University Foundation and
39 worked with institutional donors and corporate sponsorships. She will meet
40 with Sun News next week to discuss an informational column. She has
41 reached out to corporate community residents to help such as spay and
42 neuters.

43
44 Mr. Thacker added that the drive through clinic for vaccines and microchips will
45 be at Field of Dreams; a post has been put on Facebook. Staff will utilize both
46 parking lots. It will be August 22nd from 9:00 a.m. to 2:00 p.m. The Center will

1 be closed with minimum staff to clean and feed the animals. There was
2 discussion on the Center telling people to contact rescues first before the
3 Center.
4

5 **C. Committee Reports**
6

- 7 1. **Finance - Eric Enriquez, Committee Chair:** The Finance Committee
8 met June 15th. Josh Saffell gave the financial report. The unaudited
9 financial statements as of June 30, 2021, included General Fund cash
10 of \$1,411,000.00 and receivables of \$89,401.00 for a total assets of
11 \$1,093,512.00; these numbers are preliminary as staff is still closing
12 the month of June. Liabilities total \$84,714.00 with revenues
13 collected in advance of \$179,869.00; this left an unassigned fund
14 balance of \$828,929.00. Mr. Saffell stated that he had hoped for a
15 drop in revenue collected in advance as they used grant funds but
16 then they received \$150,000.00 additional. Capital Projects Fund
17 includes cash of \$29,798.00 and Restricted Fund balance of
18 \$29,798.00. Capital Assets were net of accumulated depreciation of
19 \$181,759.00 with an unassigned fund balance of \$181,759.00.
20

21 Change in net position for all funds included General Fund total
22 revenues at \$3,267,336.00 and total expenditures at \$2,610,155.00.
23 The net change to fund balance was positive \$657,181.00. Neither
24 the Capital Projects Fund nor the Capital Assets fund had revenue.
25 The Capital Projects Fund had an expenditure of \$1,767.00 for a
26 negative change to the fund balance of \$1,767.00. Capital Assets
27 recognized depreciation of \$42,230.00 which was a negative
28 \$42,230.00. There was discussion as to why revenue collected in
29 advance is a liability; usually a grant which must be used for specific
30 purposes.
31

32 The budget to actual change in net position is 94% of budgeted
33 revenue and 73.4% of budgeted expenditures. The budget parameter
34 for June was 100% due to being the end of the fiscal year. A line
35 graph comparison of expenditures versus revenues was shown; the
36 expenditures tend to be under revenues. Percentage of total
37 expenditures included 73% personnel, 15% services, 6% supplies,
38 2% insurance, 2% repairs and maintenance, and 1% in other and
39 capital. There was discussion of what services consist of, such as
40 advertising. There was discussion on carryovers or changes for the
41 fiscal year; not expected at the moment. The audited financial
42 statement should be presented in March.
43

- 44 2. **Executive – Manuel Sanchez, Committee Chair:** Chair Sanchez
45 stated that they met on July 14th as well as July 20th. They discussed
46 Ms. Simon and the other four new employees, the updates on the

1 facilities, and rescue engagement based on community input. He
2 added that he appreciates the effort Mr. Thacker has been doing on
3 Facebook with updates and information.
4

- 5 **3. Facilities - Kasandra Gandara, Committee Chair:** Mr. Thacker
6 stated that they met this month. They discussed the new Center
7 being built with a completion date around the third or fourth quarter of
8 2022. Another discussion item was the issues with leaking window
9 frame at the current Center in the surgery suite; frames filled with
10 cement so not a simple swap but caulking will be done until
11 replacement can be made. There are five full time and two part time
12 positions that have been filled as early as next week. Recruitment
13 has begun for more Animal Care Giver personnel and Bernice has
14 begun the process for Animal Care Specialist. The rescue
15 coordinators started on the 18th.
16

17 There was discussion on ARPA money and projects. Board Member
18 Flores suggested talking with the contractors to use ARPA funding
19 to help with the new Center. Mr. Thacker has contacted the City to
20 request funding for what he believes is most important to bring back
21 to the new Center which had to be taken out due to COVID. There
22 was discussion on how the Center fared after the intense storm; the
23 temporary awning was destroyed and a pole hit the transfer van
24 window. Mr. Thacker added that a gate was bent and took two days
25 to fix it. The van is the only other item to be fixed. There was
26 discussion as to whether the damage was filed with insurance.
27 Bernice Navarro added that currently they are in transition to a
28 different insurance; the deductible is \$1,000.00.
29

30 **V. Discussion Items**

- 31
32 **A. Rescue Engagement:** Clint Thacker gave the presentation. The Center
33 asked owner surrenders to first find a home for the animal before bringing
34 them to ASCMV and if someone finds an animal they are asked to try and
35 find the owner themselves; resources are given. Beginning in May and
36 ending in August/September animals go up high and then back down.
37 ASCMV is currently at the height of their impound amount.
38

39 The policies enacted are not new; centers have done this since 2017. Many
40 additional changes were forced during the pandemic. One policy that began
41 during the pandemic which will continue include appointment based owner
42 surrenders; give alternatives before bringing them to ASCMV. Other
43 policies include suspending low priority/non-emergency activity or calls for
44 Animal Control Officers, appointment systems for adoptions, divert person
45 to online portals to find an animal to adopt, and appointment system for
46 intakes.

1
2 The handout was shown which lists other resources to find a home for an
3 animal. ASCMV will take in the animal if all resources are exhausted or if
4 the animal is in danger or sick. Dallas did a study that concluded animals,
5 especially dogs, tend to stay within a quarter mile of where the animal is
6 impounded. There was discussion of whether the agencies on the
7 resources list were asked to be included; they were not asked but they are
8 options on other publications at the Center. Staff is working on another
9 addition where they contact the rescue to put what they can offer. Vice-
10 Chair Abeyta-Stuve commented that she likes the idea of asking the
11 rescues what they can offer and possibly take them off the list if they so
12 choose.

13
14 There was discussion on e-mails from APA and Kathy Stark. Mr. Thacker
15 has spoken with the individuals prior to the e-mail but has not responded to
16 the e-mail; he believes a Board Member should respond. There was
17 discussion as to whether there is relational issues with the rescues; Mr.
18 Thacker doesn't believe so. Ex-Officio Member Ward stated that Doña Ana
19 Animal Control has not been picking up owner release animals except for
20 certain circumstances; not enough ACO's and the Center requires
21 appointments. They will watch the stray numbers to see if they increase
22 due to the change.

23
24 There was discussion on the how phone calls are handled for owner
25 surrenders; they receive the information over the phone or via e-mail. There
26 have been instances where people didn't believe they could take the animal
27 to the ASCMV and instead left them in the desert or on a road. Chair
28 Sanchez suggested to make it clearer that ASCMV is the final option. Mr.
29 Thacker added that for strays they shouldn't go to rescues and staff doesn't
30 tell them to; they are asked to hold onto the animal and try to find the owner.
31 Owner surrenders are asked to find a place for the animal as it's their
32 responsibility and the ASCMV will only take them as a last resort or under
33 extreme circumstances.

34
35 There was discussion on requirements of keeping a stray animal; there isn't
36 but they fill out a lost animal report. Chair Sanchez commented that he had
37 heard there was a 72 hour hold for a stray animal before ASCMV would
38 take them; there isn't. There was discussion on a possible process for all
39 animals to go to the ASCMV who then coordinates with the rescues to get
40 the animals to rescues. Some issues would include population control,
41 numbers and illnesses would increase, also rescues choose what animals
42 they take which means they would take the easily adoptable ones and leave
43 the large animals in the Center. There was discussion on what has been
44 learned from e-mails and responses.

1 Chair Sanchez suggested having the rescues come to present directly to
2 the Board; one a month. He suggested asking the rescues that engage the
3 most with ASCMV to make up the list of the first 12 months. Board Member
4 Flores suggested limiting the presentations and possibly do two
5 organizations per meeting. She added that she believes the e-mails were
6 well intentioned but the senders don't seem to understand how the ASCMV
7 works. She believes they need to keep the public educated to the policies
8 of the Center. Chair Sanchez agrees with multiple organizations with time
9 limits. Vice-Chair Abeyta-Stuve agrees with the suggestion. She added
10 that they should seek out input from rescues for policy making if it directly
11 affects them.
12

13 Vice-Chair Abeyta-Stuve commented that public education is important as
14 many times people can be highly stressed when bringing an animal in and
15 when they are initially told no it could come across as negative customer
16 service. She believes putting out information is the best way forward to
17 show the rescues that ASCMV is informing the public of their options and
18 the public will be more aware of what to do in those situations. Chair
19 Sanchez asked staff to schedule two rescue presentations for August. Mr.
20 Thacker stated that the majority of the rescue groups have full time jobs and
21 would potentially not be able to attend. ASCMV has created a private
22 rescue Facebook page where staff will post asking for people to sign up.
23 Vice-Chair Abeyta-Stuve suggested that if the rescue can't attend they
24 could create a small presentation to submit.
25

26 Mr. Thacker stated that while many of them work full time they could
27 potentially have a break or lunch break to present via Zoom if the Board will
28 allow it. He requests to go back to Zoom meetings due to flexibility and
29 easier to hold the meetings with multiple people. Chair Sanchez suggested
30 going hybrid with both in person and Zoom. Board Member Flores stated
31 they could do call-ins as well. She is a firm believer with meeting in person.
32 There was discussion on the benefits and drawbacks of Zoom; all meetings
33 should be in person due to state restrictions being lifted. Vice-Chair Abeyta-
34 Stuve suggested looking into modifying items for inclusion of a hybrid mode
35 that includes Zoom with public meetings due to accessibility. Chair
36 Sanchez suggested that the rescue could record a video with their
37 presentation if they're unable to attend.
38

39 **B. Audit Entrance Conference:** Chris Garner from Patillo, Brown, & Hill gave
40 the presentation. During the development of the risk assessment Josh or
41 Josie with City Finance Department can contact Mr. Garner or Heather
42 Lucero regarding any questions. Currently they are in the middle of the
43 planning stages with the audit; it is happening remotely. During this stage
44 they are gaining an understanding of internal control, testing the internal
45 controls, and walking through transactions; this will end sometime in
46 August.

1
2 The New Mexico State Auditor requires they test certain compliance issues
3 such as procurement, use of e-cards and travel cards, and etcetera. Mr.
4 Garner is also planning for any single audits that need to be completed such
5 as certain federal grants; most likely won't affect the organization. The risk
6 assessment will allow the Board to be involved. Based on internal control
7 testing and other testing during planning, they develop risk assessment to
8 determine audit procedures to finalize the audit. The Board can send any
9 concerns or input to Mr. Garner or Ms. Lucero. The risk assessment should
10 be completed in August.

11
12 The next phase of the audit includes field work. They will come in
13 September and October to complete the field work testing. The goal is to
14 send the financial statement to the state auditor by the end of November;
15 they are due December 1st. In October or November time frame,
16 management will give Mr. Garner the drafted financial statement, they will
17 review and go over changes, and submit it to the state auditor by November.
18 Mr. Garner discussed the responsibilities of the auditor; express an opinion
19 with reasonable assurance. The federal responsibilities includes testing
20 internal controls without an opinion but communicate any weaknesses as
21 findings in the report; New Mexico rules are more stringent than federal
22 standards.

23
24 The financial numbers are management's responsibility; meet the
25 standards of Generally Accepted Accounting Principles (GAAP).
26 Management is also responsible for implementing internal controls to
27 ensure the controls are properly safeguarding access. Mr. Garner
28 discussed the scope of the audit. It will include the City of Las Cruces, the
29 South Central Solid Waste Authority, the downtown tax increment
30 development district, Animal Service Center of Mesilla Valley, Mesilla Valley
31 Regional Dispatch Authority, and Metro Narcotics Agency. Five separate
32 audits will be issued; the downtown TID is the only one without a separate
33 audit. During the audit there will be status updates; communicate potential
34 findings and etcetera. As per the New Mexico Audit Rule the Board cannot
35 publicly talk about the status of the audit such as potential findings, until the
36 audit is completely accepted by the New Mexico auditor. Mr. Garner
37 explained the process.

38
39 Changes to the Audit Rule for 2021 include clarifications to terms and added
40 wording, payments from 70% to 95% can now be made once the audit has
41 been submitted to the State Auditor, change in auditor rotation requirements
42 by retaining an auditor for eight years rather than six, and retiree health care
43 testing by matching it with the PARA contributions. Mr. Garner explained
44 the rule change in more detail. A new standard to be implemented deals
45 with the acquisition of an organization where there would be 100% control
46 in the organization; should not affect the audit.

1
2 Mr. Garner stated that any information given to the auditors for concerns or
3 input will be kept confidential and only used for auditing purposes; some
4 potential confidential items were shown. There was discussion on who to
5 go for with any concerns, contact Mr. Garner or Ms. Lucero. There was
6 discussion on whether they represent the South Central Solid Waste
7 Authority; they are the auditors but do not represent it.
8

9 **VI. ACTION ITEM**

10
11 **A. Resolution 2021-06: FY 22 Grant Funds Carry-Over and Budget**
12 **Adjustments:** Motion by Board Member Ellins, second by Board Member
13 Flores. William Blanchard gave the presentation. He has made an
14 amendment to this resolution; the new resolution was given this morning.
15

16 The resolution is to carryover some ASCMV grants and adjust two other
17 grants to actuals. The budget for Carroll Petrie General Operating Support
18 Grant is being increased; came in after the fiscal 2022 budget was
19 completed. Both revenue and expense will be increased by \$150,000.00.
20 The budget for Carroll Petrie Foundation COVID 19 grant will be decreased
21 by \$6,010.00; spending occurred after the fiscal 2022 budget was
22 completed. The budget for Maddie's Fund Pet Foster Care grant will also
23 be decreased in revenue and expense by \$3,888.00; spending occurred
24 after the fiscal 2022 budget was completed.
25

26 Motion to update the resolution as presented with the amendment by Vice-
27 Chair Abeyta-Stuve, second by Chair Sanchez. Resolution motion passed.
28

29 **VII. PUBLIC INPUT:** Frank Bryce from Humane Society of Southern New Mexico
30 recommended that a staff volunteer to evaluate the stray animal when it comes in
31 to see where it'd be able to go. People have told him that they were told they had
32 to go to the rescues rather than ASCMV and that they are required to hold the
33 animal 72 hours. He suggested creating a new protocol where they are evaluated
34 before being told to go to a rescue. He added that not all the organizations are
35 available to answer the phone all the time as well. He likes the idea of having the
36 Center being a hub by taking the animal in and then contacting the rescues.
37

38 Mr. Bryce commented that there was a news article on spay and neuter. He would
39 like to commend the effort and is pleased with the way this Board is operating. He
40 would like the Center to try and see if they can legally get spay and neuter animals
41 for rescue organizations. The article is in the Sun News; issue of homeless
42 animals attributed to lack of spay and neuter. Mr. Bryce added that their
43 organization has been working on this issue for over 20 years; still needs cost
44 effective options. He added that the Center is doing a great job with stray cats and
45 TNR.
46

1 **VIII. CHAIR AND BOARD COMMENTS:** Chair Sanchez wished Board Member Flores
2 a happy birthday. Board Member Flores thanked Frank Bryce for his comments
3 and helping her change the contact information on her dog's microchip.
4

5 **IX. Adjournment (11:29 a.m.)**
6

7 BOARD OF DIRECTORS
8
9

10 _____
11 Manuel Sanchez, Chairperson
12

13 _____
14 Tessa Abeyta-Stuve, Vice-Chair
15

16 _____
17 Yvonne Flores, Board Member
18

19 _____
20 Kasandra Gandara, Board Member
21

22 _____
23 Diana Murillo-Trujillo, Board Member
24

25 _____
26 Lynn Ellins, Board Member
27

28
29
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31
32 ATTEST:
33

34
35
36 _____
37 Amanda Lopez Askin, County Clerk

MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Trevino, Accounting Manager **Initials:** JT
Date: August 18, 2021
Subject: Animal Service Center of the Mesilla Valley Unaudited Financial Report for July 31, 2021.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended July 31, 2021. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$1,266,078 in the General Fund. Total assets were \$1,673,714. Accrued payroll liabilities ended at \$64,301. Total liabilities were \$250,350. The unassigned fund balance was \$1,423,364.
- The Capital Projects Fund reported restricted fund balance of \$29,798. \$28,000 is due to a transfer from the General Fund in fiscal year 2020; \$1,798 was the balance remaining for the Stern Cat Room Donation
- The Statement of Revenues and Expenditures (page 2) showed YTD operating revenues in the General Fund at \$730,746. YTD operating expenditures were \$126,622 with an operating income of \$604,124.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicated 19.2% of budgeted revenues and 3.3% of budgeted expenditures had been recognized.
- All expenditures were below the budget parameter of 8.3%.
- The Grants and Donations Schedule, page 9, provides a summary of grants and donations received.

CC: Leeann DeMouche, Director of Financial Services
CC: Josh Saffell, Senior Accountant

Initials:
Initials:

**Animal Service Center of the Mesilla Valley
Statement of Net Position
July 31, 2021 (Unaudited)**

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 1,266,078	\$ 29,798	\$ -	\$ 1,295,876
Accounts receivable	407,636	-	-	407,636
Total Current Assets	<u>1,673,714</u>	<u>29,798</u>	<u>-</u>	<u>1,703,512</u>
Capital Assets				
Equipment, net of accum depr	-	-	181,759	181,759
Total Capital Assets	<u>-</u>	<u>-</u>	<u>181,759</u>	<u>181,759</u>
Total Assets	<u><u>1,673,714</u></u>	<u><u>29,798</u></u>	<u><u>181,759</u></u>	<u><u>1,885,271</u></u>
Liabilities				
Current Liabilities				
Accounts payable	6,180	-	-	6,180
Accrued payroll liabilities	64,301	-	-	64,301
Revenue collected in advance	179,869	-	-	179,869
Total Current Liabilities	<u>250,350</u>	<u>-</u>	<u>-</u>	<u>250,350</u>
Fund Balance				
Restricted	-	29,798	-	29,798
Unassigned	1,423,364	-	181,759	1,605,123
Total Fund Balance	<u>1,423,364</u>	<u>29,798</u>	<u>181,759</u>	<u>1,634,921</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,673,714</u></u>	<u><u>\$ 29,798</u></u>	<u><u>\$ 181,759</u></u>	<u><u>\$ 1,885,271</u></u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Period Ended July 31, 2021 (Unaudited)**

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
Revenues				
Pet licenses-CLC	\$ 2,012	\$ -	\$ -	\$ 2,012
Pet licenses-DAC	892	-	-	892
Vaccinations	1,775	-	-	1,775
Pet micro-chip	1,105	-	-	1,105
Onsite adoptions	6,920	-	-	6,920
Return to owner-DAC	1,140	-	-	1,140
Return to owner-CLC	2,443	-	-	2,443
Spay/neuter	7,387	-	-	7,387
Dona Ana County	319,000	-	-	319,000
City of Las Cruces	385,000	-	-	385,000
City of Anthony	-	-	-	-
Donations & memorials	1,274	-	-	1,274
Grant revenue	-	-	-	-
City of Sunland Park	-	-	-	-
Village of Hatch	-	-	-	-
Other revenue	1,798	-	-	1,798
Investment income	-	-	-	-
Total revenues	<u>730,746</u>	<u>-</u>	<u>-</u>	<u>730,746</u>
Expenditures				
Personnel	92,179	-	-	92,179
Temp agency services	-	-	-	-
Repairs and maintenance	653	-	-	653
Services	26,259	-	-	26,259
Supplies	3,438	-	-	3,438
Insurance	2,815	-	-	2,815
Other	1,278	-	-	1,278
Depreciation	-	-	-	-
Capital outlay	-	-	-	-
Total expenditures	<u>126,622</u>	<u>-</u>	<u>-</u>	<u>126,622</u>
Net Operating Income (Loss)	<u>604,124</u>	<u>-</u>	<u>-</u>	<u>604,124</u>
Transfers	-	-	-	-
Net Change in Fund Balance	<u>604,124</u>	<u>-</u>	<u>-</u>	<u>604,124</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Beginning Fund Balance	<u>819,240</u>	<u>29,798</u>	<u>181,759</u>	<u>1,030,797</u>
Ending Fund Balance	<u>\$ 1,423,364</u>	<u>\$ 29,798</u>	<u>\$ 181,759</u>	<u>\$ 1,634,921</u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended July 31, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Pet licenses-CLC	\$ 40,669	\$ 2,012	4.9%
Pet licenses-DAC	14,389	892	6.2%
Vaccinations	53,010	1,775	3.3%
Pet micro-chip	30,292	1,105	3.6%
Onsite adoptions	90,000	6,920	7.7%
Return to owner-DAC	15,806	1,140	7.2%
Return to owner-CLC	25,792	2,443	9.5%
Spay/neuter	79,349	7,387	9.3%
Dona Ana County	1,450,000	319,000	22.0%
City of Las Cruces	1,750,000	385,000	22.0%
City of Anthony	6,000	-	0.0%
Donations & memorials	25,052	1,274	5.1%
Grant Revenue	197,519	-	0.0%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	20,973	1,798	8.6%
Investment income	-	-	0.0%
Total revenues	<u>3,802,044</u>	<u>730,746</u>	19.2%
Expenditures			
Personnel	2,520,820	92,179	3.7%
Temp agency services	5,000	-	0.0%
Repairs and maintenance	26,488	653	2.5%
Services	771,396	26,259	3.4%
Supplies	388,529	3,438	0.9%
Insurance	50,508	2,815	5.6%
Other	41,826	1,278	3.1%
Capital outlay	-	-	0.0%
Total expenditures	<u>3,804,567</u>	<u>126,622</u>	3.3%
Net income (loss)	<u>(2,523)</u>	<u>604,124</u>	
Transfer to capital from operations	-	-	
Net change in Fund Balance	<u>\$ (2,523)</u>	<u>604,124</u>	
Beginning Fund Balance		<u>819,240</u>	
Ending Fund Balance		<u>\$ 1,423,364</u>	

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Executive Director
For the Period Ended July 31, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Personnel	177,205	7,825	4.4%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	500	-	0.0%
Supplies	3,125	-	0.0%
Insurance	-	-	0.0%
Other	6,938	-	0.0%
Capital outlay	-	-	0.0%
Total expenditures	<u>187,768</u>	<u>7,825</u>	4.2%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Medical Director
For the Period Ended July 31, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Personnel	723,925	23,669	3.3%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	311,869	4,441	1.4%
Supplies	38,642	-	0.0%
Insurance	-	-	0.0%
Other	16,500	-	0.0%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,090,936</u>	<u>28,110</u>	2.6%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Kennel Director
For the Period Ended July 31, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Personnel	985,623	39,665	4.0%
Temp agency services	5,000	-	0.0%
Repairs and maintenance	26,488	653	2.5%
Services	35,815	-	0.0%
Supplies	148,808	2,894	1.9%
Insurance	-	-	0.0%
Other	12,888	1,276	9.9%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,214,622</u>	<u>44,488</u>	3.7%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Administrative Operations
For the Period Ended July 31, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Personnel	634,067	21,020	3.3%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	380,009	20,725	5.5%
Supplies	28,964	545	1.9%
Insurance	50,508	2,815	5.6%
Other	5,500	-	0.0%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,099,048</u>	<u>45,104</u>	4.1%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance as of July 31, 2021 (Unaudited)**

	General Fund 7440			
	Revised Budget	July 2021	Total	Actual/Bgt %
Revenues				
Pet licenses-CLC	\$ 40,669	\$ 2,012	\$ 2,012	4.9%
Pet licenses-DAC	14,389	892	892	6.2%
Vaccinations	53,010	1,775	1,775	3.3%
Pet micro-chip	30,292	1,105	1,105	3.6%
Onsite adoptions	90,000	6,920	6,920	7.7%
Return to owner-DAC	15,806	1,140	1,140	7.2%
Return to owner-CLC	25,792	2,443	2,443	9.5%
Spay/neuter	79,349	7,387	7,387	9.3%
Dona Ana County	1,450,000	319,000	319,000	22.0%
City of Las Cruces	1,750,000	385,000	385,000	0.0%
City of Anthony	6,000	-	-	0.0%
Donations & memorials	25,052	1,274	1,274	5.1%
Grant revenue	197,519	-	-	0.0%
City of Sunland Park	2,858	-	-	0.0%
Village of Hatch	335	-	-	0.0%
Other revenue	20,973	1,798	1,798	8.6%
Investment income	-	-	-	0.0%
Total revenues	3,802,044	730,746	730,746	19.2%
Expenditures				
Personnel	2,520,820	92,179	92,179	3.7%
Temp agency services	5,000	-	-	0.0%
Repairs and maintenance	26,488	653	653	2.5%
Services	771,396	26,259	26,259	3.4%
Supplies	388,529	3,438	3,438	0.9%
Insurance	50,508	2,815	2,815	5.6%
Other	41,826	1,278	1,278	3.1%
Depreciation	250	-	-	0.0%
Total expenditures	3,804,817	126,622	126,622	3.3%
Net Operating Income (Loss)	(2,773)	604,124	604,124	
Transfers	-	-	-	
Net Change in Fund Balance	\$ (2,773)	\$ 604,124	\$ 604,124	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of July 31, 2021**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7440	11924	Best Friends Executive Leadership	\$ 5,000	1,249	\$ 3,751	Local Grant		To cover any expenses associated with the Best Friends Executive Leadership Program
7440	11943	Carroll Petrie Foundation	\$ 25,000	5,994	\$ 19,006	Local Grant	Until Spent	No stipulations
7440	11944	Maddie's Pet Foster Care COVID Stimulus	\$ 10,000	3,888	\$ 6,112	Local Grant	Until Spent	Supports ASCMV Foster Care Efforts
7441	11627	Stern Donation	\$ 50,000	48,202	\$ 1,798	Donation	Upon completion	The Kern donation provides funding strictly for costs associated with the renovation of the cat room.

Animal Services Center of the Mesilla Valley

Monthly Statistics Report - July 2021

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
INTAKE										
City of Las Cruces										
Owner Surrender	54	16								70
Returned Adoptions	6	0								6
Seized/Welfare Hold	5	2								7
Strays (brought in by the public)	48	47	1							96
Strays (brought in by Animal Control)	96	137				1	2			236
Wildlife									2	2
Subtotal City of Las Cruces	209	202	1	0	0	1	2	0	2	417
Doña Ana County										
Owner Surrender	34	4								38
Returned Adoptions	1	0								1
Seized/Welfare Hold	4	1								5
Strays (brought in by the public)	15	24								39
Strays (brought in by Animal Control)	163	118								281
Wildlife										0
Subtotal Doña Ana County	217	147	0	0	0	0	0	0	0	364
Anthony, NIM	32	16								48
Hatch	1	8								9
Mesilla	4	1								5
Sunland Park	2	0								2
WSMR	1	0								1
Born In Care	2									2
Community Cats										0
Jurisdiction Unknown/Other	2									2
										0
Total Intake	466	373	1	0	0	1	2	0	2	850

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Medical - Geriatric	1	0								1
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass	2	0								2
Medical - Neurological										0
Medical - Organ Failure	0	1								1
Medical - Parvo - TX	5	0								5
Medical - Parvo - Non TX	2	0								2
Medical - Pregnant										0
Medical - Prolapse	0	1								1
Medical - Respiratory Signs - TX	13	1								14
Medical - Respiratory Signs - Non TX	6	7								13
Medical - Ringworm	0	35								35
Offsite Euthanasia										0
Rabies Suspect - Injured	0	1								1
Rabies Suspect - Sick/Symptomatic										0
Rabies Suspect - Wildlife										0
Severe Injuries - Animal Attack	0	1								1
Severe Injuries - General	0	6							1	7
Severe Injuries - Hit By Car	0	5								5
Space - Behavior										0
Space - General										0
Space - Medical	1	0								1
Wildlife - Nuisance										0
Subtotal Euthanized	69	141	0	0	0	0	0	0	1	211
Euthanasia Rate	14.8%	37.8%	na	na	na	na	na	na	50.0%	24.8%
Total Outcome	512	362	1	0	0	1	2	0	2	880

Grand Total	Intake*	466	373	1	0	0	0	0	0	0	2	850
	Outcome*	512	362	1	0	0	0	0	0	0	2	880
Statistics	Live Release Rate	84.6%	57.9%	100.0%	na	100.0%	100.0%	na	na	50.0%	73.4%	
	Euthanized, Expired in Care, DOA	76	166	0	0	0	0	0	0	1	243	
	Average Intake/day	15.0	12.0	0.0	0.0	0.0	0.1	0.0	0.0	0.1	27.4	
	Average Outcome/day	16.5	11.7	0.0	0.0	0.0	0.1	0.0	0.0	0.1	28.4	
	Average Euthanizations/day	2.2	4.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.8	
	Average RTO/day	3.3	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.5	
	Average Adoptions/day	3.0	1.8	0.0	0.0	0.0	0.1	0.0	0.0	0.0	5.0	

**ASCMV Website Page Views -- 44,350

**ASCMV Facebook Page Views -- 2,216

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2021-07**

A RESOLUTION TO ADJUST THE FY2022 BUDGET TO PURCHASE KENNELS FOR THE NEW CONSTRUCTION

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

WHEREAS, the ASCMV is having a new center built as part of the GO Bond Projects; and

WHEREAS, the ASCMV needs to furnish some of the new building with kennels; and

WHEREAS, a budget adjustment to the appropriate funds associated with the expenses is required.

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 FY22 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 26th day of August, 2021.

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Manuel Sanchez, Chair _____ ___yea___ nay

Tessa Abeyta-Stuve, Vice-Chair _____ ___yes___ nay

Lynn Ellins, Member _____ ___yea___ nay

Kasandra Gandara, Member _____ ___yea___ nay

Diana Murillo-Trujillo, Member _____ ___yea___ nay

Yvonne Flores, Member _____ ___yea___ nay

Eric Enriquez, Ex-Officio Member _____ ___yea___ nay

Chuck McMahon, Ex-Officio Member _____ ___yea___ nay

ATTEST:

Amanda López-Askin, Ph. D., County Clerk

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2021-22

Exhibit A

	7440 ANIMAL SERVICES CENTER			
	2021-22			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 523,538	523,538	0	523,538
Revenues				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Internet Sales Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cigarette Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	55,058	55,058	0	55,058
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	3,524,415	3,524,415	0	3,524,415
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	25,052	25,052	0	25,052
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	57,417	197,519	0	197,519
Debt Service	0	0	0	0
Total Revenues	3,661,942	3,802,044	0	3,802,044
TOTAL RESOURCES	\$ 4,185,480	4,325,582	0	4,325,582
Expenditures				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
Chief Administrative Officer	0	0	0	0
City Manager	0	0	0	0
Legal	0	0	0	0
Las Cruces Police Department	0	0	0	0
Las Cruces Fire Department	0	0	0	0
Utilities	0	0	0	0
Economic Development	0	0	0	0
Internal Audit	0	0	0	0
Assistant City Managers Office-400	0	0	0	0
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Fleet	0	0	0	0
Assistant City Managers Office-500	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Quality of Life	0	0	0	0
Public Works	0	0	0	0
ASCMV	3,661,941	3,804,566	270,000	4,074,566
Total Expenditures	\$ 3,661,941	3,804,566	270,000	4,074,566
Other Resources				
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Total Other Resources	\$ 0	0	0	0
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 523,539	521,016	(270,000)	251,016