



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

AGENDA

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Thursday, December 13th, 2018 at 9am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

- I. Call to Order & Pledge of Allegiance**
- II. Roll Call of ASCMV Board Members and Determination of Quorum**
- III. Changes to Agenda and Approval of Agenda**
- IV. Minutes**
 - a. Approval of the Minutes from the regular ASCMV Board Meeting held November 8th, 2018.
- V. Reports/Presentations**
 - a. City and County ACO Reports – City Animal Control and County Animal Control
 - b. Shelter Statistics/Shelter Activities/Educational and Spay/Neuter Initiatives – Clint Thacker
 - c. Committee Reports
 1. Finance – David Dollahon, Committee Chair
 2. Executive – Kasandra Gandara, Committee Chair
 3. Facilities – Greg Smith, Committee Chair
 - d. Zero In 7 Update
- VI. Action Items**
 - a. Resolution 2018-26 – Adoption of the ASCMV 2019 Holiday Schedule
 - b. Resolution 2018-27 – Reasonable Notice of Meetings 2019
- VII. Public Input**
- VIII. Chair and Board Comments**
- IX. Adjournment**

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **November 8, 2018 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Kasandra Gandara - Chair (arrived 9:04)

8 Jess C. Williams - Vice-Chair

9 Jack Eakman - Board Member

10 Billy Garrett - Board Member

11 Ramon Gonzalez, Board Member

12 David Dollahon - Ex-Officio Member

13
14 **BOARD MEMBERS NOT PRESENT:**

15 Gregory Z. Smith - Board Member

16
17 **I. Call to Order & Pledge of Allegiance (9:00 PM)**

18
19 Gandara: Good morning and welcome to the Animal Services Center of Mesilla
20 Valley Board of Director's Meeting. It is 9:00 in the morning, Thursday,
21 November 8. I call this meeting to order. Will you please join me in the
22 pledge?
23

24 ALL STAND FOR PLEDGE OF ALLEGIANCE.

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

27
28 Gandara: Becky is not here yet. I understand she'll be a little late so I've been asked
29 to do the roll call and so, Board Member David Dollahon.

30
31 Dollahon: Here.

32
33 Gandara: Board Member Gonzalez.

34
35 Gonzalez: Present.

36
37 Gandara: Board Member Eakman.

38
39 Eakman: Present.

40
41 Gandara: Board Member Garrett.

42
43 Garrett: Present.

44
45 Gandara: Vice-Chair Williams.
46

1 Williams: I'm here.
2
3 Gandara: And Chair Cassandra Gandara, I'm here. And let the record reflect that
4 Board Member Smith is absent today. Okay and so I've determined there
5 is a quorum.
6
7 **III. Changes to Agenda and Approval of Agenda**
8
9 Gandara: I would like to propose some changes to the agenda. I would like to move
10 all the committee reports and the action item before the City and Council
11 ACL Reports and the Shelter Statistics, if that is okay.
12
13 Williams: I move approval of the amended agenda as recommended.
14
15 Garrett: Second.
16
17 Gandara: Okay, we've got a first by Board Member Williams and a second by Board
18 Member Garrett.
19
20 Dollahon: Do you want me to call the roll?
21
22 Gandara: Yes. Call the roll.
23
24 Dollahon: Board Member Gonzales.
25
26 Gonzales: Yes.
27
28 Dollahon: Board Member Eakman.
29
30 Eakman: Yes.
31
32 Dollahon: Board Member Garrett.
33
34 Garrett: Yes.
35
36 Dollahon: Board Member Williams.
37
38 Williams: Yes.
39
40 Dollahon: Chairman Gandara.
41
42 Gandara: Yes.
43
44 Dollahon: Chairperson Gandara.
45
46 Gandara: It's all right, thank you Board Member Dollahon.

1
2 **IV. Minutes**

3
4 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
5 **October 11, 2018**

6
7 Gandara: Okay, so we are now at the point of approving the minutes. Can I get a
8 move to approve?

9
10 Williams: Motion to approve.

11
12 Eakman: Second.

13
14 Gandara: Okay, can we do a roll?

15
16 Dollahon: Board Member Gonzales.

17
18 Gonzales: Yes.

19
20 Dollahon: Board Member Eakman.

21
22 Eakman: Yes.

23
24 Dollahon: Board Member Garrett.

25
26 Garrett: Yes.

27
28 Dollahon: Board Member Williams.

29
30 Williams: Yes.

31
32 Dollahon: Chairperson Gandara.

33
34 Gandara: Yes.

35
36 **COMMITTEE REPORTS**

37
38 **1. Finance - David Dollahon, Committee Chair**

39
40 Gandara: Okay, we start with the Finance Report. Good Morning.

41
42 Saffell: Good Morning. I apologize for that brief delay. I just had to get the
43 presentation up. Good morning Madam Chair, Members of the Board. My
44 name is Josh Saffell and on behalf of the Finance Department of the City
45 of Las Cruces I would like to present the unaudited financials as of
46 October, 2018.

1 Here we see our balance sheet, this is page one of your packet.
2 We show that the general fund is showing about \$665,000 in cash. We
3 have no receivable for this month. Total liabilities in the general fund are
4 about \$76,000 that amount includes a \$20,000 grant that we recognized
5 as revenue received in advance so that's technically a liability until we
6 expend the money. We have fund balance, total fund balance of
7 \$589,000.00 that includes the \$251,000 of required reserve and the
8 remaining unassigned fund balance of \$338,000 so that's what we have
9 sitting there.

10 Moving on to our operations this is page three and four of the packet.
11 We show that that general fund is showing about \$1,189,000 in revenue
12 and \$821,000 in expenditures. So this gave us a net change in fund
13 balance of \$369,000. Total revenues are at 40.8% of budget and total
14 expenditures are at 27.3% of budget. So our budget parameter for this
15 time of the year is 33.3% so you see we're still doing good with revenues
16 and we're nice and below that on expenditures as well.

17 Here we show our actual revenues compared to budget. The actual
18 revenue of \$1,189,000 is mainly due to Doña Ana and City contributions.
19 That is of course in line with the Joint Powers Agreement. On our
20 expenditure comparison we see that almost all of the expenses are below
21 that 33.3% budget parameter, there are two exceptions to that; one is
22 insurance at 40.6% and of course the reason for that is that we pre-pay
23 the premiums so we always see that. The other is services at 34.5%
24 which is just slightly above our parameter and that is of course due to the
25 recent need for medicines and other things that took place at the shelter
26 recently so that left that a little high.

27 In our capital projects fund we see cash of a little over \$1 million,
28 liabilities of \$77,000, and again that \$77,000 represents several grants
29 that we received the money upfront so we had to do revenue recognize in
30 advance so that's considered a liability. We have unassigned fund
31 balance of \$941,000. Are there any questions?
32

33 Gandara: Thank you Josh. Any questions? Yes Board Member Gonzales.

34
35 Gonzales: What do you mean by that unassigned?

36
37 Saffell: Usually it's unrestricted which means that it doesn't have restrictions
38 placed upon it that you may for other things. So our unassigned fund
39 balance basically means that it's not assigned for anything specific.
40

41 Gonzales: The use for specific things?
42

43 Saffell: Yes. In fact we probably need to change this because as Mr. Dollahon
44 just brought out to my attention, we should probably note this one as
45 committed because it's committed specifically for the construction work
46 that's going to take place on the shelter.

1
2 Gandara: Any other questions Board Member Gonzales?
3
4 Gonzales: Thank you.
5
6 Gandara: Thank you Josh. Any other questions? I see none. Mr. Dollahon.
7
8 Dollahon: Madam Chair, Members of the Board. A quick update on the Finance
9 Committee. We did have a special meeting last week. Thanks to the
10 Executive Director and members of his staff along with our Human
11 Resources Department, we've done an analysis and looked at the budget
12 as to the opportunity for pay increases for the employees and that's in the
13 action item for you today. We did review those pay increases and I will
14 discuss that when we're to that item, but I wanted you to be aware that we
15 feel at this point we have sufficient budget to cover those pay increases
16 within the salary line item so we're not proposing a budget adjustment at
17 this time. As I've indicated previously, starting with the November
18 meetings of the Finance Committee, we will be looking at revenues as
19 compared to expenditures to make sure come the end of the year that we
20 have a plan to restrain our expenditures should revenues not come in on
21 schedule. So that will be part of our discussion starting at the November
22 Finance Committee meetings. That's kind of a new practice for us and
23 Clint and his staff are well aware of the budget issues both related to
24 revenue and expenditures, but we did have a Finance Committee meeting
25 and we do feel like the proposed staff salary increases on the action item
26 are sufficiently covered within the existing budget. That's it.
27
28 Gandara: Thank you Mr. Dollahon. Okay are we at the point of the action item? Mr.
29 Dollahon?
30
31 Dollahon: I didn't know if you wanted to do all of the other committee reports or the
32 action item.
33
34 Gandara: No, let's do that like you asked me we want to.
35

36 ACTION ITEMS

37 38 A. Resolution 2018-25: Approval of ASCMV Pay Raises

39
40 Dollahon: So I've provided ... and this I will adjust. This is an attachment to the
41 resolution and there is a lot of data in there so I will try to make it as
42 explainable as possible for you and members of the public. And then I'll
43 get to the numbers down at the bottom. So these are job classes and job
44 descriptions that we have. Their location and grouping are related to our
45 finance system and then their job duties. Those are pay grades. We put
46 all of our job classes and our positions within certain pay grades.

1 These are for all of the incumbents, all of the staff. We hid their
2 names for privacy reasons though it is public record if someone were to
3 request us for that information, we're obligated to provide that, but we felt
4 for purposes what we're looking at is authorization under the resolution to
5 authorize the pay increases on the whole. So that's the incumbent's
6 currently hourly rate of pay, their annual salary if they worked full 20/80
7 hours. Their pay fulltime equivalent whether they're fulltime or part-time
8 so you'll see about half way down there's someone that is .05, .5 that's a
9 halftime and .75 is a three quarter time.

10 The next two columns are their hourly rate of pay within their pay
11 band. That's the minimum and their maximum, so you will see on the
12 current incumbent's hourly rate of pay is \$27.24 which puts them within
13 the pay band adjustment and then the percentage tells you where their
14 current rate of pay is in between that min and max.

15 We are looking at a new grade number within the system because
16 of the City's update to its class and comp study that we just performed not
17 only for the City but for ASCMV staff. What wasn't included in your budget
18 this year was specific authorization for pay increases until we knew what
19 the class and comp recommended. So this new grade system gives a
20 new minimum and a new maximum of \$24.07 an hour and \$36.10 an hour
21 based on our class and comp study for that position. The two men column
22 is what it would take to get that person in that position into their new
23 minimum pay grade because for example an animal caregiver. They're a
24 little bit below they're above minimum wage, but they're below their current
25 pay is below, I'll use this column \$10.67 their new pay grade is \$11.03
26 therefore it takes \$0.36 per hour to get them to their new minimum pay.
27 So then this creates their new minimum pay class and comp is the CC
28 Column and it outlines the percentage of their increase from their old pay
29 band to their new pay band. And then there's an adjustment, this class
30 and comp adjustment, I don't know why the Y column is there, so this tells
31 you their hourly rate of adjustment per hour and then GWI is a General
32 Wage Increase Cost of Living. So that's where we are. Then the total
33 increase column is their total increase per hourly rate. Then a percentage
34 increase, their new pay, what their new pay will be if you approve this
35 resolution, and then this FTE Adjustment is an adjustment column to
36 account for the difference between a part-timer and a full-timer. I love my
37 HR Director and they understand all of this. And this new percentage tells
38 us what their new pay is within the new pay band. So this top listed
39 employee will be at 41% of where they are within their pay band if the new
40 pay adjustments are approved. So I'm going to go down to the bottom
41 and I'll show you some rollups. There are some more columns I needed
42 to cover.

43 There is a factor called years-of-service, if you're a full employee
44 and you work to full retirement there is a factor within our pay band that
45 where you should be based on each year of service you should naturally
46 migrate forward on that pay band. We've never had that practice for

1 Animal Service Center employees. What we've done in years past is
2 we've authorized individual pay increases. The last one I remember I
3 believe it was \$0.50 an hour for most of the employees last year.

4 This new pay band system makes this a little bit easier for us to do
5 and there's a year of service or grade in place adjustment. So option one
6 is our recommended pay increase accounting for that year in service so it
7 may lower their pay slightly for the new pay band, but they still get a pay
8 increase. So their new pay under the pay band would be \$28.96, but to
9 keep them within their grade based on years of service it goes down
10 slightly so their new option one pay band would be \$28.15 an hour. That's
11 increase one. These other columns are for other employees who are
12 further behind the schedule and there are two sets of numbers that go with
13 that. And this last column is their proposed new salary. We actually went
14 with the higher salary between the two categories this new pay versus
15 \$11.97 we went to the benefit of the employee and went with the higher
16 pay. So looking through all of these complicated numbers, I will go down
17 to the bottom and I will show you two sets of numbers and how we came
18 to that.

19 Based on the new pay column, this one over here, if you added all
20 of that up, that would work out to \$63,000+ in a total yearly cost. Rollup
21 costs are other expenses PARA, FICA and Social Security. You add
22 these two numbers and get you a subtotal of \$78,000. That's a yearly cost
23 to account for class and comp. The second item is for those eight or so
24 employees that were further behind the schedule that their yearly increase
25 was \$6,300, the roll up was \$1,521 for their benefits, annual total of
26 \$7,918 subtotal. We've included a cost-of-living adjustment of 2.5%
27 because that's what was average for the City. Their comp adjustment was
28 on average 37%, because our salaries were behind on schedule. This
29 FY19 cost is what it would cost us for the rest of the fiscal year based on
30 instituting a pay increase for the first payroll in December. Because this
31 full number, the yearly cost plus the rollup giving us the subtotal is for an
32 entire fiscal year. But we're little less than half way through, we're about if
33 we project to December we're at 58% so that's what this number is right
34 here, this is the 54% and those are the rollup numbers.

35 As the staff's recommendation to you is to do both these numbers
36 this 54459 and this 4592 together with and an effective date of these pay
37 increases being the first full pay period that is paid in December. Class
38 and Comp helps keep us as whole. Also some of these jobs are some of
39 the toughest jobs I would say that we have in the City and it helps us to
40 make them competitive to pay people and to keep them. I know that Clint
41 and his staff are working really hard to recruit employees. When we met
42 at the Finance Committee we felt like based on the salary performance,
43 based on the projections out and some savings that we're more than well
44 in position to cover these pay increases effective the first full pay period in
45 December.

1 Williams: Madam Chair.
2
3 Gandara: Yes, Vice-Chair Williams.
4
5 Williams: Move approval of Resolution 2018-25 for the pay raises as recommended
6 by Board Member Dollahon.
7
8 Gandara: Do I have a second?
9
10 Eakman: Second.
11
12 Gandara: Okay. Let's call the roll. I've got to do it. You want to do it David?
13
14 Dollahon: I have a microphone.
15
16 Gandara: Excuse me Board Member Dollahon. Yes, please do so. Oh you want to
17 comment?
18
19 Gonzales: I have a question.
20
21 Gandara: Yes, Board Member Gonzales.
22
23 Gonzales: When was your last pay raise for this group? How many are there we're
24 totaling here fifty of them?
25
26 Dollahon: There are approximately 50 staff currently? We have a full slate if we
27 were fully staffed it's closer to 60 correct? So what we did last year, Board
28 Member Gonzales, is we brought forward a resolution at the
29 recommendation and it was really a year ago this last summer, I think it
30 was August of 2017 that we put forward a resolution based on the
31 Executive Director's at that time recommendation, no it was before
32 August, a \$0.50 an hour for all employees.
33
34 Gonzales: Increase.
35
36 Dollahon: Increase. It was not based on a class and comp study it was just a
37 general I will say guess at this time as to what we could afford within the
38 budget at that time. It was not analyzed, detailed and it was not compared
39 to our market and to other communities that employ employees in an
40 animal service center environment. This is based on comparative
41 community market.
42
43 Gonzales: The other one I got is years-of-service. How does that play? The people
44 that, well you stated that you've never done that before, but you start
45 doing it now, maybe people that have been there for eight nine years?
46

1 Dollahon: Right, it's a factor to account for their loyalty to the organization. It's like a
2 merit increase and their commitment to staying there. Board Member
3 Gonzales I would say working at the Animal Services Center is one of the
4 toughest places you will ever work and so this is a reward. We have some
5 very good long-term employees who have committed to the organization
6 from its beginning and that years-in-service adjustment helps to reward
7 them for that longevity to the community and to the organization.
8

9 Gonzales: What kind of benefits do they have?
10

11 Dollahon: In addition to standard PARA and Social Security and FICA, anyone that
12 works more than 20% gets retirement just like the County employees and
13 then all employees that work 30 hours or above get full City benefits which
14 includes dental, vision, and health insurance. And there's some optional
15 employee paid insurance like a deferred compensation plan, some
16 specialty insurance that they, the employees, take out of their own pay.
17 So it's just like a City employee. They get all of our standard City benefits
18 if they work 30 hours or more.
19

20 Gonzales: Thirty hours or more. Thank you.
21

22 Gandara: Yes, you're welcome. Yes, Board Member Garrett.
23

24 Garrett: Thank you. I support the proposal we have before us today. I think that
25 it's important to look at this in light of the way that the shelter has evolved.
26 We're moving to in a certain sense a more professional operation. We're
27 moving to a frame of reference where we are actually in a position to do
28 more care for animals. And some of the things that we're seeing is that
29 the issues of being able to continue to help with fostering and adoption
30 and transfers and all that just requires a high level of competence in order
31 to do that and to continue to improve the performance that we're seeing in
32 those areas. We know that we also are going to be moving aggressively
33 to hire spay and neuter programs. That also is going to require good
34 professional staff to do that. So we need to recognize that this has moved
35 a long ways from being a shelter that predominately was responsible for
36 killing animals, to one that is responsible for saving lives and for matching
37 up animals with good homes. We've never had, at least in my experience
38 on the Board, the kind of study that has been done by the City as a basis
39 of saying this is the way to pay for these services in a fair way. I want to
40 ask, we have this information I assume on tape, we're being taped or
41 there's something like that, but Mr. Dollahon, I would like to suggest that
42 you put down your rationale, the background on this which is not reflected
43 in our resolution, all the work that went into it and why you are
44 recommending certain things and the study that was the basis for this. I'd
45 like for that to be a part of the record, so that if people ask us why we did
46 this we can go to that. I think that that's an important part of that and for

1 that matter that kind of information could be available as well to press in
2 terms of explaining to people. This is an important message not only to
3 staff but to our community and so I just would ask that we establish some
4 context and we put that down in black and white.
5
6 Dollahon: Madam Chair, Board Member Garrett. What we can do is I can create a,
7 from myself and the Human Resources Director, we can create a
8 summary memo that outlines that rationale and we'll address it to the
9 Board and we'll ask that it be attached to the meeting minutes for this
10 meeting at the next meeting.
11
12 Garrett: Thank you. That would certainly address the concerns that I have.
13
14 Dollahon: Madam Chair, Board Members. One other item I want to clarify for the
15 record. This is only our regular exempt and non-exempt hourly and non-
16 hourly employees. This does not include your contract employee within
17 that pay band. That is Mr. Thacker as your Executive Director and his
18 salary is negotiated as a contract employee with you and the Board as the
19 Board and him at the time appropriate based on his current contract. This
20 is for existing full-time regular, part-time regular exempt and non-exempt
21 employees only.
22
23 Garrett: Madam Chair.
24
25 Gandara: Yes.
26
27 Garrett: If you could just include that in that memo as well, thank you.
28
29 Dollahon: Yes we can.
30
31 Gandara: Thank you Board Member Garrett. Board Member Williams did you have,
32 Vice-Chair. Okay. We'd like to hear from the public. Any comment from
33 the public? Ma'am you need to come up and state your name.
34
35 Mitchell: Beth Mitchell. This is all well and good, but I have a basic question. Is
36 this just carte blanche let's give away money, or are actual performance
37 reviews being done and are people being held accountable?
38
39 Dollahon: Madam Chair, Board Members. All of the regular employees including
40 your contract employees are subject to an annual evaluation. Is it
41 anniversary date of hire or is it in the summer?
42
43 Gandara: Either one of you, if you would please come up to the mic and address
44 that please. Thank you.
45

1 Thacker: Clint Thacker, Executive Director of the Animal Service Center. We upon
2 my arrival I was told that we are not performing any of the annual
3 evaluations. However, with coming into the City we do plan on, when that
4 occurs, we do plan on and are developing now certain evaluations and
5 plan on doing that on an annual basis.
6

7 Dollahon: Madam Chair, Board Members. I was not aware of that and one of the
8 things that we can bring forward to you is a resolution and Clint and I have
9 discussed with the HR Director to update their human resources
10 personnel manual and we were going to bring that to the Board at your
11 January meeting, which would include the requirement of performance
12 evaluations. The City does electronic performance evaluations that are
13 developed by ... the employees do a self-evaluation, the supervisor does
14 their evaluation and then it's approved by the supervisor's supervisor. We
15 can work toward implementing that and have that done as part of a mid-
16 year cycle because that is only fair to not only the employees, but their
17 supervisors to know that they are performing well and being held
18 accountable. I was not aware that we weren't doing evaluations. But we
19 can do that as part of the personnel manual adoption and we can get that
20 implemented by the end of the fiscal year and that's only fair to both our
21 employees and our supervisors and the public.
22

23 Williams: Madam Chair.

24

25 Gandara: Vice-Chair Williams

26

27 Williams: I would just like to point out that what we're discussing, the resolution
28 today is a market study designed to bring our workforce up to the market
29 it's not about individual performance. This is to make us competitive and
30 to help us retain qualified personnel. I think that it is important that we
31 implement performance evaluation protocols, however this action that's
32 being considered by the Board is about making the organization as a
33 whole competitive in the market and a place that people will want to stay
34 to work rather than look for jobs elsewhere that are similar that pay more.
35 So I think we're a little bit talking apples and oranges here.
36

37 Dollahon: Madam Chair. I would agree with Board Member Williams' assessment.
38 The other thing is pay for our employees is a public record. If anyone
39 asks for it, we're obligated to provide the employees pay and pay history.
40 Their performance evaluations are not public record. So there is a
41 difference between those two items and that is employee performance is a
42 confidential matter.
43

44 Gandara: I have a question Mr. Dollahon, actually two. One is, can we get a
45 guarantee that by the end of the year you'll have the HR Personnel
46 Handbook for the Animal Services Center and an evaluation by the first of

1 the year, performance evaluations similar to what the City employees
2 have by the first of the year?
3
4 Dollahon: Are you talking the first of the calendar year or the first of the next fiscal
5 year?
6
7 Gandara: Calendar year. Is that too short of a time?
8
9 Dollahon: Madam Chair. We can bring you the personnel manual back the
10 December meeting. I'm not concerned with that. It's a minor modification
11 to the City's Performance Manual. I feel like it will help the Executive
12 Director have clear understanding and work rules for his employees at the
13 Animal Service Center. Implementing the electronic performance
14 evaluations I think, because it's a lot of work not only for the employee, but
15 for the supervisors, and we need to do them and this setup takes a little
16 time. I could commit to probably the end of April at the latest, but we need
17 to do them on a yearly basis. We can work to committing to getting that
18 done by the end of April, 2019. It's electronic and it doesn't, it's not like I
19 can push a button and make it happen because it's related to certain
20 individual performance characteristics.
21
22 Gandara: I understand. I have lots of experience administratively so, like 17.5
23 years, and I think those evaluations are very important. They hold
24 supervisors and employees accountable. The merit pays, from my
25 experience, are attached to those performance measures and especially
26 that the City is moving towards PEAK performance and using performance
27 measures, I think that's important. And I'm happy to wait till April for that,
28 but I think it's important it needs to be implemented and I want to say that
29 on the record that that should be happening. Supervisors should be
30 meeting weekly with new employees and bi-weekly with other employees,
31 setting up goals and objectives. And I want to make it clear we're going to
32 be this in terms of professionalizing the work, this is also something that I
33 want to see happen. If we can get a commitment to that I'm good with the
34 April deadline.
35
36 Dollahon: Madam Chair. I was not aware that we weren't doing evaluations so that's
37 a surprise to me and we can work toward that and I'm committed to getting
38 that done by April of 2019 with the Executive Director, our Human
39 Resources Office and all of the staff there. Performance evaluations and
40 our electronic methods requires the employees to do a self evaluation and
41 it requires the supervisors to evaluate them against that and when there's
42 differences that's where you can discuss performance very well.
43
44 Gandara: Yes.
45

1 Dollahon: And so I can guarantee that we can get the system in place. Mr. Thacker
2 and his staff will have to commit to doing them by a certain time so I'll let
3 him weigh in.
4

5 Thacker: That was just my, I wanted to clarify the goal here is it to have all the
6 evaluations performed and done by April or is it to have the system in
7 place to perform them by the end of April?
8

9 Williams: Madam Chair.
10

11 Gandara: Yes. If I can I would like to see it implemented in April not completed, but
12 implemented in April. We have to start somewhere.
13

14 Thacker: Yes.
15

16 Gandara: I understand that and again I think because of the transition and what was
17 going on I think I'm satisfied with that. Vice-Chair Williams.
18

19 Williams: Madam Chair. I'm concerned that we are we're discussing an issue that is
20 not an action item and is not on our agenda. What I would strongly
21 recommend is that we have Mr. Thacker bring back an action item for a
22 vote by this Board related to evaluations for the next meeting so that we
23 can formalize whatever it is that we're trying to do. In the meantime, I
24 believe that we should vote on the resolution that's before us which is
25 related to the market survey and the stabilizing and bringing up to market
26 the salary values.
27

28 Gandara: Thank you Vice-Chair Williams. Okay. My second question is about the
29 vacancy rate. You listed all the positions, right, on this list. Do we
30 currently have employees in these positions?
31

32 Dollahon: Madam Chair. I'll try to answer this. I believe these are all of the positions
33 listed. These two, four, six, eight, nine at the bottom were new employees
34 that Clint and his staff were in the process of on-boarding or having on-
35 boarded them. And so that's why they're in a different, they're not
36 bordered that way, but I believe they've been selected. And if they're not
37 already onboard they're in the process of being on-boarded and brought
38 into the organization. But I don't know how many, you have a couple of
39 other vacancies and I'll let him speak to that, but this reflects all of our
40 positions.
41

42 Gandara: Thank you Board Member Dollahon. You want to, yes of course.
43

44 Thacker: I would just echo what David said. I believe that we do have some
45 positions that, some of the people that were hired did not work out or
46 some failed to show up for drug testing, so we have to continue to recruit.

1 We've actually opened it up, worked with HR and opened up the Animal
2 Caregiver as a continual recruitment so we always have a bank of people
3 there that we can reach out to so that's helped as well.
4
5 Gandara: Thank you.
6
7 Thacker: Right now that's about it.
8
9 Gandara: Wait. Can we put that on record please?
10
11 Thacker: He asked what our other vacancies were, and I responded that right now I
12 believe our Animal Caregivers are our only vacancies currently.
13
14 Gandara: Thank you.
15
16 Thacker: I'm sorry. We have two that are unfilled and those are our transports.
17 Transport drivers, but those are not, they are part of our HR record, but
18 the job is still needed to be posted to hire.
19
20 Gandara: Okay. Thank you for that. Okay.
21
22 Thacker: And I'm sorry. And those are going to be a contracted position that's not
23 going to be an hourly position.
24
25 Gandara: That's right. Okay. Any other questions and feedback from the public?
26 Okay. Seeing none.
27
28 Gonzales: Madam Chair.
29
30 Gandara: Yes, I'm sorry. Board Member Garrett.
31
32 Garrett: Thank you Madam Chair. I appreciate the distinction that's being made
33 about the rate study and the issue before us in terms of providing the
34 funding for the raises, and the distinction that's been drawn between that
35 and performance review. I will say that I think that the assumption that we
36 are making is that the people who are going to be getting these raises, this
37 isn't just about approving the fact that there was a study. This is about
38 actually saying that people are going to start getting paid for their work.
39 And in that sense I think it's a completely legitimate issue to say how do
40 we know that people are actually performing the work that they're going to
41 be paid for based on the study and the assumptions in the study.
42 So I want to say that I concur actually with the points that you are
43 making. As far as I'm concerned this is a condition of approval and I think
44 that's legitimate. We don't want to get into other details because we don't,
45 that is not on the agenda, but I think it's absolutely appropriate to say we
46 want to make sure that there is in fact a performance review system that

1 has been implemented by the first of April as a condition of making
2 approving this if that's in fact what you want and in fact I agree with that.

3 I don't know that we need to make that as part of the motion, but I
4 think that going on record and saying that that is an assumption we're
5 making and that is the direction we're providing not so much to Mr.
6 Dollahon as to Mr. Thacker, because he's our employee. So I just to
7 weigh in on this discussion. I think you actually raised a very important
8 point and I concur with it.
9

10 Gandara: Thank you Board Member Garrett. Board Member Gonzales.

11
12 Gonzales: Yes, in regard to their jobs, could you give us some information on what
13 the Animal Caregiver does? Like give us a good description of each of
14 these 49 positions.
15

16 Dollahon: Madam Chair, Board Member Gonzales. Yes, we can provide you.
17

18 Gonzales: I would like to have that.
19

20 Dollahon: We can provide you with, because there are job classes and job
21 descriptions so we have a number of animal caregivers. We have one job
22 description for Cat Caregivers. We have one job description for Vet
23 Assistants. I think one of the issues that we're working on is the transport.
24 That's probably the only position that we don't have job descriptions on
25 because that's a very complicated job description. And the reason we're
26 making them contract, we're going to have to have multiple transport
27 personnel under contract because they really work when they transport
28 animals to Oregon, between here and there they can't stop until the
29 animals are dropped off at the end of the line location so they work an
30 extended shift. So that's why we can't just have one employee we're
31 going to have to have multiple transport employees, but we can get you all
32 the job descriptions.
33

34 Gonzales: Yes.
35

36 Dollahon: And I believe they're already on the City's website, but we will make sure
37 that we get you copies of all of them.
38

39 Gonzales: I appreciate that. And going back to the evaluations, it's very important
40 that we need to have those. And I can't see why they haven't been done
41 before, but I think that needs to be done and we're dealing with pay raises
42 and that kind of stuff I think that they need to be addressed.
43

44 Dollahon: Madam Chair, Board Member Gonzales. Getting back to the Vice-Chair's
45 point, and Board Member Garrett's point, this is to keep our employee pool
46 competitive with other markets. And there are vet assistant jobs out within

1 the community, there are animal caregiver type jobs out in the community
2 between the grooming places and some of the veterinarian places. This is
3 to keep us competitive. This has nothing to do with employee
4 performance. And we do need to address employee performance, but
5 that's not part of this resolution. This is to professionalize our pay system
6 for our employees and to reward them for longevity and to establish a pay
7 band so they know what their pay should be and where they are
8 compared with their years of service. That's our point behind this. This is
9 a move in the right direction.

10
11 Gandara: Okay. You're welcome Board Member Gonzales. Okay thank you, Board
12 Member Dollahon. Anything else from the Board? Okay.

13
14 Dollahon: I'll call the roll if you would like.

15
16 Gandara: Yes. We had a motion made and a second. Board Member Dollahon
17 please call the roll.

18
19 Dollahon: For the resolution before you. Board Member Gonzales.

20
21 Gonzales: Yes.

22
23 Dollahon: Board Member Eakman.

24
25 Eakman: Yes.

26
27 Dollahon: Board Member Garrett.

28
29 Garrett: Yes.

30
31 Dollahon: Board Member Williams.

32
33 Williams: Yes.

34
35 Dollahon: Chairperson Gandara.

36
37 Gandara: Yes.

38
39 Dollahon: Thank you. Motion passes.

40
41 Gandara: Yes. Let the record reflect that the motion has passed. Let me get back
42 to my agenda. Are we at the point to do the Facilities Committee Report?

43
44 **COMMITTEE REPORTS - continued**

45
46 **3. Facilities**

1
2 Sedillo: Good morning Madam Chair and Board Members, my name is David
3 Sedillo I'm with Public Wand I'll be providing an update to the ongoing
4 project at the Animal Services Center itself.
5 Currently the project right now that's ongoing is 40% complete. It is
6 on schedule, but we have had a change order and some other weather
7 events that are going to basically add some time to the project. The new
8 schedule for timeline of completion is going to be in February 8th.
9 At this point there have been some improvements that basically
10 have completed the 40% and I'll go over some of those. First, the ground
11 preparation was done, which you'll see here is on the south side of the
12 building, the grading, compaction and soil conditioning was done in late
13 September. Following that, concrete footers and utility stub outs were
14 installed about the beginning and completed the beginning of October.
15 There are a few photos there for reference. Following that the actual
16 concrete slab was placed. A few days after that there's pictures there of
17 before the placement and after as the construction workers are finishing
18 the concrete slab. And as most of you may have noticed the structural
19 framing has been erected. They are actually working on placing the
20 trusses on the building itself right now so that should be completed here
21 shortly.
22 Along with the improvements that you've seen on the exterior,
23 Phase 1 demolition has commenced and that's the interior portion of the
24 building. That was the intake area that they are actually doing the
25 demolition portion of the work. As you can see they've started removing
26 sheet rock, insulation, tearing out doors, frames, and as they move along
27 they'll complete other installations which leads me into the next slide which
28 is a look ahead. As I mentioned the interior demolition has begun. Those
29 items that I mentioned are being removed and will continue to be removed
30 until the early part of December. As that work completes, then new
31 installations will occur with the mechanical and plumbing and those should
32 be beginning and have. Also as the work progresses we will start to see
33 the new doors, windows, those items being installed on the building.
34 Based on the contractor's schedule, that should be completed
35 towards the end of November. And with that at this time, I'll go ahead and
36 stand for any questions that the Board may have.
37
38 Gandara: Thank you so much. Yes, Board Member Eakman.
39
40 Eakman: Thank you. Thank you Mr. Sedillo. I'm wondering if we are assured that
41 this is a safe work site. Have there been accidents on this work site to
42 date and if so, what type of follow up might have happened?
43
44 Sedillo: Madam Chair, Board Member Eakman. To my knowledge I haven't been
45 notified of any accidents, work accidents from the construction crew on
46 site.

1
2 Eakman: Is it understood that you would receive a report of an accident?
3
4 Sedillo: Madam Chair, Director Eakman. Yes sir, that is standard practice. Our
5 project manager visits the site daily, has a good rapport with the contractor
6 and also has great correspondence back with Mr. Thacker on updates as
7 the project goes along.
8
9 Eakman: Thank you.
10
11 Dollahon: Madam Chair. May I add one point to Board Member Eakman's request
12 for information?
13
14 Gandara: Yes, Board Member Dollahon.
15
16 Dollahon: In addition to standard insurance requirements, the contractor is required
17 per New Mexico Law and City contracting requirements to also have
18 worker's compensation insurance, which we address through the contract
19 before we allow them to commence with any form of work. So that
20 security is in place so if there is a work related accident by the contractor
21 his subcontractors, that's covered by worker's comp as required by law.
22
23 Gandara: Thank you Board Member Dollahon. Board Member Garrett.
24
25 Garrett: Just to follow up on that line. Does the City contract require a safety plan?
26 I mean most of what we're hearing about has to do with well you've got
27 insurance, you don't need insurance unless you've had an accident. And
28 it's nice to have good communication, but that is not the same thing as a
29 safety plan that requires fifteen minute tailgate sessions every morning for
30 example. Do we have that?
31
32 Sedillo: Madam Chair, Board Member Garrett. At this time there's no written plan.
33 They do have safety meetings on site, but by contract all safety items are
34 the responsibility of the contractor, but it's not specifically written in the
35 contract that they need to supply and have a safety plan approved by the
36 City.
37
38 Garrett: May I suggest that you look at the possibility of formalizing that and
39 certainly requiring that for any ASCMV work in the future. I know having
40 worked on federal contracts we required safety plans. And what it does is
41 to elevate the importance of not having accidents. It also provides the
42 opportunity of making sure that everybody on the crew is aware of
43 particular risks that are going to be encountered that day and the next
44 couple of days because of where you are in terms of construction. I think
45 it's just a best practice and I would encourage the City to look at that. And

1 since we're working with you on this through our agreement with you I
2 would appreciate it if you would explore formalizing that.

3
4 Sedillo: Madam Chair, Board Member Garrett. We will do so.

5
6 Garrett: Thank you. Just one other question. When are we thinking this whole
7 thing is going to be done and that we can have a ribbon cutting? I really
8 am into ribbon cutting.

9
10 Sedillo: Madam Chair, Board Member Garrett. February 8th is substantial
11 completion date right now, barring any other delays or unforeseen
12 circumstances on site.

13
14 Garrett: Then maybe Valentine's Day. Alright thank you very much. Thank you for
15 your work on this, appreciate it.

16
17 Gandara: Thank you Board Member Garrett. Yes Board Member Gonzales.

18
19 Gonzales: Not being a contractor, but is your roofing going to be a pitched roof or is it
20 going to be a flat roof?

21
22 Sedillo: Madam Chair, Board Member Gonzales. It is actually a slanted roof.

23
24 Gonzales: Oh slanted, okay I like that. Because the reason, the water you know I
25 mean sometimes it just gets it sits up there and after a while it starts
26 leaking. That's been one of my concerns about housing you know that is it
27 a pitched roof or is it a flat roof or is it slanted or what.

28
29 Sedillo: It's considered a flat roof, but it has a pitch to where it will drain off to one
30 area on to another portion of it and then off.

31
32 Gonzales: That was one of my concerns about the roofing. Thank you.

33
34 Gandara: Thank you Board Member Gonzales, Mr. Sedillo, any other questions.
35 Thank you so much. We appreciate you being here and coming and
36 reporting back to us.

37
38 Sedillo: Thank you very much. Appreciate your time.

39
40 Gandara: Okay, bye bye.

41
42 **COMMITTEE REPORTS - continued**

43
44 **2. Executive Committee**

45

1 Gandara: Executive Committee. We have nothing to report. We did not meet, but
2 we will get back on schedule in December.
3

4 **V. Reports/Presentations**
5

6 **B. City and County ACO Reports - City and County Animal Control**
7

8 Gandara: Next on the agenda is the City and County ACO Reports. Mary Lou, good
9 morning. Thank you for being so patient with us.
10

11 Dollahon: Madam Chair.
12

13 Gandara: Yes Board Member Dollahon. Did I miss something?
14

15 Dollahon: Not at all. I was just going to beg your forgiveness and allow me to leave.
16

17 Gandara: Yes.
18

19 Dollahon: Because I have other commitments this morning. So thank you and my
20 apologies.
21

22 Gandara: Yes, I know you have other commitments. Thank you Board Member
23 Dollahon for all your work and you're excused. Have a good day.
24

25 Ward: Thank you Madam Chair, Board Members. Mary Lou Ward, Animal
26 Control for Doña Ana County Supervisor. And see if I can get this report
27 pulled up. Okay here we go. So I just want to start by saying my
28 presentation is brand new. And I want to thank Commissioner Garrett for
29 asking me to report it in a different way instead of doing the pie chart. And
30 I'll just confess because, at first I was like what's wrong with my pie chart.
31 But it did challenge me because I started reporting my numbers differently
32 and if you look at your handout that I gave you, when I reported my
33 numbers differently, originally I reported our animals picked up. And if you
34 look at animals picked up I always reported our animals picked up like
35 right now I'll say animals picked up were 394 animals. That's what I
36 reported and it looked like 394 animals were going into the shelter. And
37 I'm glad you had me do that because it really made me take a look at that
38 and we did we picked up 394 animals and that's what I reported, but I
39 started breaking it down even further. So thank you for that, because
40 when I started looking at all of the statistics the officers were reporting to
41 me and I started breaking it down even further it made me look at that and
42 so in reality not all of those animals we picked up were 394 were actually
43 going into the shelter.

44 So I'll just look at that real closely, the owner release dogs were 11
45 that we picked up that went into the shelter. Cats were one. Now the
46 stray dogs were 174. Stray cats were 117. Care and welfare were six

1 animals. Injured animals were 17 and then rabies quarantine were five.
2 Now I have that number at the bottom 331 for a reason and I will get to
3 that in just a minute. And then at the other side, the right hand side, you'll
4 see livestock one, snakes 26, dead animals were 36, and then that other
5 number at the bottom were 63. And I separated that for a reason just
6 because the 331 were the numbers that went into the shelter who took up
7 actually cage space. So thank you Commissioner Garrett for that because
8 that does make a difference. And so dead animals did go to the shelter,
9 but they went into a freezer. They didn't actually take up a kennel. The
10 snakes never went to the shelter, they got released into the desert, but I
11 did want to explain that a little bit differently. So I think I appreciate you
12 challenging me to report it differently.

13 So if you look a little bit further down, our RTO's for the month of
14 October were 197. I'm pretty proud of those numbers. Every month I get
15 up here and say I'm so proud of that and I'm proud of the officers because
16 we keep outdoing ourselves. Every month we outdo ourselves more and
17 more and more and these guys continue to amaze me by the hard work
18 they do every month. And I know it's hard for us to get out there and go
19 from one area to another and continue to return these animals to their
20 owners, but our numbers are up from last year. Last year we did 98 so
21 that's 101% from last year. And so we're at a 197 last month from
22 October from last year. So that's pretty darn good for us. Our microchips
23 scanned, we have the numbers there. The numbers of microchips found
24 are animals IDs traced and then (*inaudible*) IDs traced. Now the animals
25 that we didn't get to scan were snakes, livestock, or vicious animals. And I
26 put extreme dead, and I'll explain that because you look at that. When
27 you look at that we scan dead animals, but I want to explain that because
28 if an animal is very decomposed we can't scan it or if it's got pieces all
29 over the ground sometimes we can't scan that, so I just put the word
30 extreme dead on that so I just want to explain that.

31 And just really quick I wanted to go over and report to you the
32 amount we are on our year-to-date. Last year at this time we are 458
33 higher on our RTOs that we have reported then this year. So that is
34 43.8% higher than we are compared to last year. And just before I go any
35 further on our report, I want Officer Ryan Holsey because he's been here
36 month after month because he's been the highest RTOs. He got 41 last
37 month and he has a story to tell you about one of his RTOs. It's a quick
38 little story, but I want him to explain it to you about what is the challenge
39 he has about when he picked up an animal and he found their owner what
40 he was faced with. I want him to explain it real quick. I'll let him have the
41 floor for a minute.

42
43 Holsey: Madam Chair and Board Members. So I had an animal over by North
44 Valley that was in custody from a lady that found it on Valley in the middle
45 of the road that was trying not to get hit by a car. I went to go pick it up, I
46 scanned it, it had a microchip. I found the owner. When I called the

1 owner they were over by NMSU and they were still at work when I called
2 them. And his response to me trying to return the owner to him instead of
3 taking it to the shelter was can you just release the animal? It'll find its
4 way back home. We have a big ranch. It gets out all the time and it
5 always comes back home. So I kindly explained to him that "No I cannot
6 because since it's already in my truck I am liable for the dog so if I release
7 it, it gets hit by a car doesn't return, it's on me and the county and not
8 them." After several minutes of me trying to explain and trying to find a
9 way to return him to the owner, I was actually able to get it to his grandpa
10 so he was able to release the animal to him. But I have a lot of stories
11 similar to that where they think we can just release the animal and they'll
12 miraculously make their way back home. Unfortunately I had to go
13 through three major roads, a river and who knows what else to get back.
14

15 Ward: Thank you Officer Holsey. I just wanted him to give you a quick little story
16 of some of the challenges we face and just so you could hear about what
17 the officers face out there on the 197 animals that we try to get back to
18 their owners. And so just real quick, going to the next slide, these are
19 some of the other numbers that we report' the respond to calls we
20 responded to 1,114 calls for service. The Codes was 345, and then
21 merge those two together was 1,459: 44 injured animals, 7 cruelty calls,
22 86 vicious calls, 46 bite calls. And then of course I separated the
23 educated and or compliance calls, which was 138 licensing and
24 microchips and then the 96 permits, the 151 rabies vaccinations and then
25 the 210 care maintenance or ordinance violation calls. And that's it. I'll
26 stand for any questions.
27

28 Gandara: Thank you Mary Lou. Appreciate that.

29 Ward: Thank you.

30 Gandara: Very diligent and extensive report we appreciate it. Yes, Board Member
31 Gonzales.

32 Gonzales: Thank you Chair. Mary Lou what does RTO stand for?

33 Ward: Return to owner.

34 Gonzales: And ACO?

35 Ward: Animal Control Officer.

36 Gonzales: Thank you for that update.

37 Ward: Thank you.

38
39
40
41
42
43
44
45
46

1 Gonzales: Very well done. Appreciate it. Thank you Chair.
2
3 Gandara: Board Member Garrett.
4
5 Garrett: Thank you. I really don't intend to create work just for the sake of work.
6 And I think that the presentation is clearer and helps us understand more
7 about what you're doing, what you're encountering, and that's really the
8 objective of this, so thank you for taking the time and working it out.
9
10 Ward: Thank you.
11
12 Garrett: Thank you very much.
13
14 Ward: I appreciate it.
15
16 Gandara: Thank you. Hello.
17
18 Jimenez: Good morning.
19
20 Gandara: Good morning.
21
22 Jimenez: Madam Chair, Members of the Board. My name is Gino Jimenez I am the
23 Animal Control Supervisor for the City. I'll give you my presentation for
24 our October numbers. First of all we responded to 606 reported strays in
25 October, 306 of them were GOA meaning the officers had no contact with
26 that animal. Of those 606, 300 were actually apprehended, 121 of them
27 were dogs and 113 were cats. We were successful in field RTOing 66
28 back to their owner. We did attempt another 28 those were animals that
29 the officers picked up that had identification, nobody was home, the
30 owners weren't willing to take them whatever the case may be. So we
31 had a total of 94 identifiable animals.
32 So if you look at our three-year comparison we are right, our trend
33 is the same. Our low was 585 for last year and 642 for the year before,
34 excuse me for fiscal '17 and we're right on track with our trend. Here is
35 our four-year comparison for our field RTOs. That spike that you see in
36 2017 I know I've explained this before, but that spike always gets a little bit
37 of attention, those were 60 goats that were contracted to the City for doing
38 the weed eradication. They got away from that owner. We field RTOed
39 them but that number is always going to be high for that month because of
40 that. But, if you look at our trend we're still right where we should be. And
41 that is my presentation. I will stand for any questions.
42
43 Gandara: Thank you Gino. Any feedback, questions? Thank you.
44

45 **C. Shelter Statistics and Activities/Educational and Spay-Neuter Initiatives**
46 **- Clint Thacker**

1
2 Gandara: Okay next on the agenda is our Executive Director, Mr. Thacker. Shelter
3 Statistics and Quarterly Report.
4
5 Thacker: Madam Chair, Board. Good morning.
6
7 Gandara: Good morning.
8
9 Thacker: I do want to ask if we could, entertain me just for a moment, could we get
10 a definition of what an RTO is, because I think there is a little bit, I don't
11 know if Gino and Mary Lou are both reporting the same thing. I know
12 Gino's definition is that the animal has to be impounded by the officer and
13 then returned back to the owner. I don't know what Mary Lou's definition
14 of an RTO would be. I was wondering if you could just entertain me for a
15 moment so we could hopefully we can be on the same page on doing
16 that?
17
18 Jimenez: Madam Chair. I know that Mary Lou had a previous appointment so she
19 had to leave real quick. I can give you my definition. Our policy our
20 practice of what we do. Whenever an officer picks up an animal that is
21 wearing an identifiable tag whatever or a microchip, my policy is that that
22 animal will go back to their registered owner. The example that Brian
23 gave returning it to the grandfather, only if the grandfather is willing to
24 accept responsibility for the absence of the actual owner will we return that
25 animal in that example. Also, part of our practice too is if obviously the
26 animal got loose. Obviously we picked it up. If the owner isn't willing to
27 make remedies to keep that animal within their property then we won't
28 field RTO it at that time. We will impound it, give the owner an opportunity
29 to fix the problem and then RTO it from the shelter. So different practices
30 between us and the County.
31
32 Thacker: Would the Board entertain from a County the officers that are here to talk
33 or would you like to do it through email, Mary Lou or?
34
35 Gandara: I think if one of the officers. Is there a supervisor in the audience? So the
36 question is a definition of your of RTO.
37
38 Holsey: Okay. Madam Chair, Board Members. So our definition of an RTO, it has
39 changed slightly since last month I believe. So our definition of an RTO is
40 if we go and pick up a dog or we see it running out of a yard anything like
41 that, if we can make contact with the owner or someone that takes
42 responsibility for the dog and we give it back to them, it depends on the
43 officer, but our standard practice is if it's a first time known offense, we
44 give a verbal, do the recommendations follow-ups if we needed to do
45 them. After that it could go straight from a citation or a written warning
46 and then to a citation if they do not remedy the issues. We have some

1 people that we know are known offenders and as soon as we get a call for
2 an address we already know the dog, we know the name of the dog, we
3 know where it lives, how it's getting out and those are usually just
4 automatically citations. We have a lot of people that we are helping to
5 remedy those issues stuff like that, but we don't count an RTO unless we
6 actually get verification from a family member or the owner itself saying
7 that dog lives there, that they're responsible for it and we go from there.

8
9 Gandara: Thank you.

10
11 Thacker: Before you leave. Does the animal have to be in your possession like
12 impounded by you in order for it to count as a return to owner? Or is there
13 situation where the animal, like if it's you chase it home and it goes back in
14 into the yard does the animal have to be in your custody for it to count as
15 an RTO?

16
17 Holsey: For us, if let's say we see a dog that we get called out on a stray
18 sometimes they're a little timid, they don't let us catch them, we can follow
19 them home. If they get to a house and let's say the owners are there, we
20 verify that the dog does live at that house, we count it as an RTO. But if
21 no one's home, anything like that, we do not count it. We have to have
22 verification that the dog actually lives there.

23
24 Gandara: Thank you.

25
26 Jimenez: Madam Chair, Members of the Board. One point that officer Brian brought
27 up and I think it's a very good point is the enforcement. Simply picking up
28 the animal is not enforcing the ordinance. So citations, just like the
29 County practice, your first offense could be a verbal warning. Citations
30 are entirely officer discretion. I cannot by law order my officers to issue a
31 citation to somebody. That is officer discretion. But our practice is the first
32 offense would be either a verbal warning or a citation. The second
33 offense would be a citation or impoundment. The third offense of that
34 same dog, by that same owner, is going to be impoundment. It's just a
35 progression in enforcement.

36
37 Gandara: Thank you Gino.

38
39 Thacker: So thank you. And the reason why I did that is because Gino and I were
40 talking and we were wondering how in the world could the County get so
41 high and the City have a lower number, that different discretion of the
42 numbers, and I felt like that difference of definition needed to be made for
43 the RTO in the County and the City. Any questions? Okay.

44 So if you believe it or not, we are at the end of our third quarter.
45 Where has the year gone? So we're going to jump right into that for our
46 quarter report. January to September numbers for comparing 2008 to

1 2018 for our intake this year were at 7,953 so far and our euthanasia's are
2 down to 1,343. So we continue to drop on our euthanasia however, our
3 intake continues to be high and we'll go over those numbers continually.

4 Our reclaims are pretty steady at 1,049, and again this is
5 compared, this is 2008 all the way to 2018 numbers for the January to
6 September. The adoptions are at 1,412 compared to 1,304 from last year
7 and our rescues have jumped significantly from 2,013 to 2,902. Again, our
8 dogs for euthanasia 779 this year compared to 926 last year at this time.
9 Cats are at 526 compared to the 847 from last year, and so the total 1,343
10 compared to the 1,785 from last year. So that is very very good that we
11 are lowering those numbers.

12 Our live release rate for dogs so far from 2008 to 2018 81.1%, Cats
13 were at 79.1% and our total is at 80.1% for the entire third quarter. That's
14 from 71.1% in 2017.

15 Our reasons for euthanasia this a little bit of a tricky one because
16 we did change some of the reasons and got a lot more specific instead of
17 being so general on our euthanasia, so there's some jumps in numbers
18 that are different. Again the first one you'll see there on the far left of
19 owner request, that is does not count towards our euthanasia numbers.
20 These are animals that have come in that are injured that are sick that are
21 senior things like that that the owner's requesting they be euthanized. We
22 do not count those towards our euthanasia numbers. That's a service we
23 provide to the public for that to do. Very rarely, but it does happen,
24 somebody come in and say "I want you to euthanize my dog" and we ask
25 "why" and they say "well he won't go well with another owner." But it's a
26 perfectly healthy dog. We will talk them in or recommend that they
27 surrender the dog to us and then we can do an adoption and evaluation
28 and so on from there. Cat euthanasia again the one, behavior feral is a
29 huge spike in 2017. We've only done 30 for this year and that is because
30 we are participating in the trap, neuter return program.

31 Our pet licensing, this slide is a little confusing and Bernice and I
32 have spoken about it and we have to pull out more numbers because what
33 this number reflects is not a total number in the system and neither is it a
34 new number or new licensing. This is just what was came in and did
35 licensing so we don't know if it's a brand new one or if it's a renewal, but
36 those numbers obviously, that the City for the licensing is more than the
37 County for that time. And PetData, for those who don't know what that is,
38 that is the online system that's being utilized which we did not renew our
39 contract because we felt that it was not, it was very expensive and it saved
40 the Center a lot of money. The way we're going to do that is go through
41 the Center or the City and create an online licensing program that way so
42 they can still perform that. Surgeries are up considerably in 2018, 2,020
43 for public and 3,624 for the total. Now that concludes the quarterly report.

44 Now we go into October numbers. The general population right
45 now at the Center is 460 dogs, 259 cats for a total of 719. You'll see
46 compared to 2017 we are down in dogs but up on cats for that.

1 Our October intake, get to my slide and give you some other
2 numbers. City of Las Cruces has a total of 550 and then 438 for Doña
3 Ana County. Anthony is next with 61 and Hatch with four and Sunland
4 Park at one and other which we don't know as one. So to give us some
5 comparison for that, in 2017 for the City of Las Cruces in the month of
6 October had 468 and the County had 429. So we are both higher on all of
7 those for the month of October. To give you an idea the grand total in
8 2017 was 940 animals and 2018 October we were at 1,055. So our
9 outcomes; adoptions 170, 114 for reclaim, 225 for transferred or rescued,
10 euthanized is 292 with a 27.7%, live release rate is a 64.7%. Give you an
11 idea of how much that has dropped the live release rate in 2017 it was at
12 78.5% so it has dropped.

13 We continue to refer back to our medical time. We're still getting
14 caught up on the distemper. We don't have what we're considering a
15 distemper issue in the shelter, but there still is one here, one there that
16 does come down with distemper and that's when one has to be
17 euthanized. We're still getting clinical signs, advanced clinical signs from
18 the public coming in saying "my dog's sick" and our Medical Director is like
19 "distemper," obvious neurological signs and seizures, so it's still out in the
20 community. We're still always going to see it. We have a whole batch of
21 puppies with parvo that came in that had to be euthanized. So it
22 continues to be a burden on both us and also the customers too, the
23 citizens.

24 2018 licensing we had 255 with the City in 2017, we had 302 in
25 2018, 94 for the County, 91 again those numbers are what was done in
26 that time. We don't know if it's a separation of new or renewed so we're
27 still looking at those numbers.

28 Our volunteers. We would not be able to do what we do without
29 our volunteers. They do incredible things. Here you'll see some fun and
30 games we had at the Petri Kia, we had at other areas, the amount of love
31 and dedication they give to our pets is just enormous. We had some
32 hours here for volunteers. Two-hundred fifty-three total volunteers, the
33 hours is 690 we had some time in the cats and dog enrichment, a lot of
34 time out in Farmer's and Petco adoptions. Those are every Saturday and
35 Sunday, and then 123 that are other off sites, which are the Kia, the
36 PetSmart, and the Harley Davidson had great turnouts at those.
37 Continued on, we had 80 hours at Pet Barn and Petco. County Cats is at
38 40 hours, photography team is at 61, 65 at Vet tech and six for grooming.
39 We are going to be seeing a reduction in those hours next month because
40 some of those things had to be cancelled for lack of space due to the new
41 construction. For instance, the photography team would do their pictures
42 on the adoption side of the shelter before the adoption side was opened,
43 so before noon. Obviously they can't do that there now so they are
44 looking for other places that we can do that. So there is going to be some
45 number reduction on volunteers come next month.

1 Here's some more pictures. This is a Kia. Petri Kia they treat us
2 like kings there. They usually feed us dinner or feed us lunch hotdogs on
3 the grill and have a great time. And I believe a couple people have bought
4 cars there as well. So it's always a plus.

5 For our fosters, we currently have 34 families with 77 animals, and
6 surrender two foster one family with six animals. Some of our pets of the
7 week. I like peppermint, adorable.

8 Community outreach, we had 2,973 come into the shelter. This is
9 actually down from October of 2017 and we believe that's due again to the
10 construction. We have 3,446 came in from last year 2017. So a
11 breakdown of that total is 1,594 for the adoption and then in 2017 that was
12 at 1,913, and then reclaim is 1,379, and 2017 that was at 1,533. So we do
13 have quite a bit of difference of more people coming in.

14 We still continue to do community outreach just this morning on ZIA
15 Country 99.5 I heard our commercial twice. So it was great to hear that
16 we're out and about and getting things out. Wilson Binkley has been great
17 to work with. We're still advertising in Dog'Cruces in the classifieds. Our
18 Facebook has exploded with new individuals that are coming and liking us
19 and visiting us and seeing us. We're doing a lot more live feeds.
20 Updating on the construction, we're doing more on adoptions and people
21 that are thanking them and thanking the rescue groups that come on.

22 Another big one that people really like is the transparency that
23 we're showing on our daily stats. What we do there, a lot of people don't
24 know, but there's an email that goes out letting all of the supervisors and
25 some of the Board Members know of our daily stats and there's actually a
26 employee that came to me and said, "You know the training I just went to
27 said let's let the people know about some of our stats." and I said better
28 yet let's let them know about all of them. There's no reason to hide them.
29 They are what they are let's, talk about them. So we pretty much just copy
30 and paste that email into our Facebook. And some of the, it's mixed
31 reviews at first, but now people, the other one I saw the other day in the
32 response was "Come on Las Cruces, Holy Cow!" And it's making people
33 aware of the problems that we have with our dog population and cat
34 population. So my hope is that people will see that or they'll hear about it
35 and they will want to get their dog sterilized or they'll want to get their dog
36 vaccinated and protect them against those diseases. So we're excited for
37 that.

38 DACHS continues to be a helper in our senior cat program, our
39 senior program, we had one cat adopted through that.

40 Our spay and neuter initiatives, currently we have 266 animals in
41 our foster to adopt program. This number alarmed me. What I did was I
42 contacted and talked with our senior veterinarian whose been there the
43 longest and I also consulted with our Medical Director, our veterinarian
44 there Susan Baiz and I made the decision to currently to suspend the
45 public sterilizations. And the reason why this was done was we have got
46 to stop sending the problems out. We have to sterilize our animals that

1 are inside the shelter and reduce the amount of work that's being done on
2 the end when they come back in. There's no excuse for animals having to
3 leave the shelter unsterilized. We have the veterinarians so we need to
4 work on that. The appointments that have been made already with us are
5 going to continue to be honored, but as of now we are not going to be
6 making any more public spay and neuter appointments at the center.

7 The next one is the affordable surgeries that we did, 132 for the
8 general public, nine for Cherished K-9s, one for Humane Society of
9 Southern New Mexico, and 128 for the Community Cat Program. That's a
10 total of 270 for October 2018. The public ones that we did is 270 public,
11 104 adoptive, 75 for the shelter for a total of 449.

12
13 Garrett: Madam Chair.

14
15 Gandara: Board Member Garrett.

16
17 Garrett: Before we go much further than this, would you go back a couple slides.
18 So you're discontinuing the public surgeries, right?

19
20 Thacker: Correct.

21
22 Garrett: Does that mean that in terms of the affordable surgeries that we will not be
23 doing any of those?

24
25 Thacker: To the general public yes, we are suspending those. However they're
26 going to be given options of where to go with the SNAP Program and also
27 other areas other veterinarians that have discount programs.

28
29 Garrett: So for example, Cherished K-9s we wouldn't be seeing any of these
30 statistics in the future the HHSNM, Community Cat Program, they would
31 be looking elsewhere?

32
33 Thacker: The Community Cat Program will continue. The small numbers from
34 Cherished K-9s and HHSNM Society those are rescues and we want to
35 continue to do those for the rescue groups because these are animals that
36 they rescued from us, so we will continue to do that for rescue groups.
37 But for the general public we are going to be suspending those.

38
39 Garrett: So it's the general public number that's going to change.

40
41 Thacker: Correct.

42
43 Garrett: Okay, just wanted to be clear on that. Thank you very much.

44
45 Gandara: Thank you Board Member Garrett.

46

1 Thacker: Here's Duchess, Sapphire and Tank some more of the adorable animals
2 we have at the shelter. And that concludes my presentation.
3

4 Gandara: Thank you Mr. Thacker. Yes, Board Member Garrett.
5

6 Garrett: Thank you Madam Chair. Thank you Mr. Thacker. Would you go back to
7 maybe your fourth slide, the one that shows the I guess reclaims? What's
8 the slide just before that? Intake. We've leveled off.
9

10 Thacker: Yes.
11

12 Garrett: And I wanted to just say that I think that it's important for the Board to be
13 looking at this kind of information. It's interesting now we've got a decade
14 of this. We were able to bring numbers down, but we've plateaued. And I
15 think exploring why that plateau exists is something that we need to be
16 concerned with, both as Members of the Board and also in our capacity on
17 the City Council and the County Commission. It's something that needs to
18 be part of the larger conversation with the community. For what it's worth,
19 my sense is that we're at a sort of new normal in terms of intake and that
20 what we're seeing is a new balance between legal standards and public
21 expectations.
22 We heard a good story about trying to return an animal and it was I
23 think important in that story that it sounded as though it was okay for that
24 animal to be roaming loose. And that's not to say that the animal's owner
25 thought it would've be okay for that animal to get run over. But I think that
26 we have a lot of people in our communities who don't see that it's
27 important for them to constrain their animals. And so we have this tension
28 between the regulations, the ordinances, and the law that says "no you
29 can't do that" and the public that says "we don't care." And that's a
30 tension that we've got to deal with and the ACO's are right on the frontline
31 of that, and we appreciate that. But we're not going to see a significant
32 change in intake until more owners say "I have a responsibility and if that
33 animal is loose it shouldn't be and it's my responsibility." The other big
34 driver has to do with spay and neuter and sterilization. And until we
35 overall reduce the population and again I think that's another conflict
36 between what we have as our legal standards and what the public norm
37 is. This is an interesting sort of policy discussion because in some ways I
38 think that in the interest of public health and safety and looking out for
39 animals and looking out for people, we're not necessarily in sync with what
40 the public thinks the norm should be, but they don't deal with the overall
41 effect of their individual behaviors and that's the difference. And that's just
42 something we need as elected officials to deal with and we need to
43 continue to work on that. If we don't we won't see that number come
44 down. That's a very important number that we've got to deal with the
45 consequences of that in every other slide that every other statistic that
46 we've got.

1 So just some things to think about and again I would just reduce
2 that to this conflict between public expectations and legal standards and
3 then the importance of sterilization and of new norms in terms of roaming.
4 Thank you.

5
6 Gandara: Thank you Board Member Garrett. Board Member Eakman.

7
8 Eakman: Yes. Thank you. And I appreciate those comments. I would like to follow
9 up on them. I think in small discussions we all understand that it's the
10 unaltered pets out there that are our main problem. Unidentifiable,
11 unaltered pets where there doesn't seem to be any caring responsibility for
12 the owner. And so I think if we want to take this into a target situation I'd
13 recommend that area. I know other communities \$50 for an unaltered pet
14 each year is laughable. Its \$150 and more for an unaltered pet if you want
15 to keep one. If you want to have permission from the City or County to
16 have an unaltered pet you have to be totally responsible for that unaltered
17 pet. And so I'm just saying we need a good discussion on this moving
18 forward and stake what we believe is crucial to our community's future.
19 The expenses the County and the City are incurring are only going up
20 because of noncompliance, and I think the law-abiding citizens are getting
21 a little tired of this. Thank you.

22
23 Gandara: Thank you Board Member Eakman. I have a couple of comments as well.
24 I would agree that we really need to have a robust dialogue about
25 unidentifiable pets, and care and responsibility of pet owners. One of the
26 concerns I have is the statement that was made in terms of the distemper,
27 we might have one or two in the shelter and we've been able to keep that,
28 but the public is coming in with distemper now at where you're actually
29 seeing seizures and different things and so I'm wondering if we can do a
30 campaign of sorts informing folks about distemper. What they should be
31 doing. What to look for. I don't know if it's because people don't have the
32 money for the services that that's going to require? I'm not sure. But it
33 alarms me that they're coming into the shelter asking for assistance and
34 I'm not quite sure what the strategy is to mitigate that.

35 The other thing is along the lines of you defining the RTO and the
36 differences between the City and the County. And I'm hearing that the
37 differences are that one is actually returning to maybe a getting
38 permission from the guardian if you will, the owner, to maybe release to a
39 like the example that the County gave in terms of allowing right the
40 release. Then versus what the City is doing it might mean like okay first
41 time we're going to site you but the second time we're sending you to the
42 impound. And so I'm still not clear about the differences in why you ask
43 and I would want you to be very clear about what it is that we need to do
44 in order to come to a better agreement about how to, it makes sense to
45 me have the same definition and let's work together to reduce those
46 numbers. For me it's not okay to see that the trend remains the same in

1 the City. We need to work harder, smarter, more diligently, and maybe
2 continue to hold the pet owner responsible for those things. Maybe it's
3 services where people, I talk to a lot of people who know that they need to
4 control their animal and know that their animal is getting out, but don't
5 have the funds to maybe secure their home, their fence, you know those
6 kinds of things. So I'm not clear about what truly are the issues for pet
7 owners, but I do agree that we need to do something. That we need to
8 have and continue to have these robust conversations as policy makers,
9 but maybe we need to hear from pet owners as well about what truly is the
10 issues for them.

11
12 Thacker: Yes. So the reason I asked on the RTO is that I know that there have
13 been some frustrations on the County being higher and the City being
14 lower and that's frustrations on the County's side, and frustrations on the
15 City's side, and also from the Board. So the biggest distinction I see
16 between the two is that the County is saying that they follow a dog home,
17 they know who owns it, that the dog goes in if it's timid or something it
18 goes into the yard they can knock on the door make sure somebody's
19 home "hey your dog's loose" and they're like " thank you very much."
20 That's counted as an RTO in the field. But what the City's saying is that
21 they don't count that as an RTO because it never was actually impounded
22 or was never in the custody of the City officer to go and do that, So that
23 would just be a stray dog that went home. So that's the two differences of
24 the RTO for me that I see in the two examples that we got, so I wanted to
25 make sure that the Board understands that it's not the same for each
26 organization. Is that clear?

27
28 Gandara: Yes. Thank.

29
30 Thacker: Head shakes from both City and County.

31
32 Gandara: I'd really like to talk about that. I think we need to come together and
33 really define it. It sounds like it's more at the discretion of officers and
34 maybe we can have a more informal policy where it aligns better if you
35 will.

36
37 Thacker: Yes.

38
39 Gandara: Thank you. Any other feedback, concerns, questions? Board Member
40 Garrett.

41
42 Garrett: Madam Chair. I think you bring up a good point and Mr. Thacker did as
43 well. I probably initially really got into yay the County's doing better. I
44 think that grounding it in the way that you have today in terms of what are
45 the standards and so forth is helpful to do that. I'm thankful for any work
46 that's done by any ACO to field return an animal. And I mean we are

1 dealing at this point with two different organizations and in a sense they
2 are dealing with different kinds of conditions. County is a big county and
3 there's a lot of ground to be covered and many sort of different situations.
4 There's some overlap with what the City does, but I would hope that as we
5 look to have the discussion and explore the possibility of common
6 definitions and reports that we don't in any way stifle the initiative of the
7 ACOs to do what it takes to return the animals you know get them home.
8

9 Thacker: That wasn't my hope. My hope wasn't to say "hey look what they're
10 doing." I just wanted the Board to know that that's the difference between
11 the two. If we never change the definition of RTO and County continues
12 to do what they do, that's great because obviously they're doing a great
13 job. I just wanted to let the Board know and people watching that there is
14 a difference in those numbers.
15

16 Garrett: I appreciate that and there are differences in circumstances as well. And I
17 think that that's a part of what we need to recognize at this point. So yes,
18 we really shouldn't be looking at the numbers and comparing them from
19 City to County. I think it's probably more valid and important to look at
20 what's happening within the trends in the different jurisdictions and seeing
21 what's going on there. So thank you for the discussion. Thank you.
22

23 Gandara: Thank you. Okay Mr. Thacker thank you.

24 Thacker: Thank you.

25 Gandara: Next is Zero and Seven update.

26
27
28
29 Gonzales: Chair.

30
31 Gandara: Board Member Gonzales.

32
33 Gonzales: Mr. Thacker. In regard to the dogs coming into on the intake of dogs
34 coming to the shelter, are they quarantined?
35

36 Thacker: So the answer would be yes and no. What happens is we've set up an
37 area where they stay for four days in an outside area but they're placed in
38 with animals that come in on the same day if that makes sense. Each day
39 is quarantine and then they move into the shelter where that group of dogs
40 goes through the center with each other the entire time. So then if there's
41 a break out in a disease and who's breaking out with it we know that
42 everybody from this point here has that disease in it.
43

44 Gonzales: In those four days that they are in that particular area, are they kind of
45 supervised or are they looked at more thoroughly?
46

1 Thacker: Yes. They are vaccinated upon intake and then they're watched through
2 that whole time by a caretaker that's there and also by the veterinarian
3 technicians and also the vet.
4
5 Gonzales: So it's four days is the maximum they can do that or what is that what you
6 consider to have it four days.
7
8 Thacker: That's the minimum. The minimum is four days that they're grouped in
9 together.
10
11 Gonzales: Now I think the thing I'd like to suggest is that your dogs when they're
12 being fed that they put their food inside of a bowl instead of put it on the
13 ground.
14
15 Thacker: No, it's in bowls.
16
17 Gonzales: Are they in bowls? Okay. Because a time I was there that time about
18 eight, nine months ago, they were eating off the floor.
19
20 Thacker: Yes.
21
22 Gonzales: But now they have bowls.
23
24 Thacker: Correct.
25
26 Gonzales: Okay. I was concerned about that, very concerned. Thank you.
27
28 Gandara: Thank you Board Member Gonzales. Thank you Director Thacker.
29

30 **D. Zero in 7 Update**

31
32 Gandara: Jean, hello. Please come up to the podium.
33
34 Gilbert: Good morning.
35
36 Gandara: Good morning.
37
38 Gilbert: Good morning. Jean Gilbert, Secretary with the Coalition for Pets and
39 People. Here's the Coalition's Mission Statement. And here are the
40 community organizations. And here are the Coalition's activities for the
41 month of October. The special meeting that there were many members of
42 the Coalition at that Animal Services meeting and that was to discuss the
43 potential funding for the Last Litter Program. And the Humane Society of
44 Southern New Mexico's Annual Meeting and there will be a slide on that
45 here in a minute and that was October the 6th. The Coalition has involved
46 in attending the Animal Care Task Force meetings and that one was

1 October the 26th. There was representation too at the Pits for Peace. I
2 believe that Rick Hawn led the microchip part and, of course there are
3 ongoing meetings by the members.

4 Here are some upcoming events, mostly all adoptions. SNAP and
5 SNAP has a slide and their next clinic is November the 12th and of course
6 our events and news can be seen current information on our Facebook
7 page.

8 So the HSSNM we had our annual members and friends meeting
9 October the 6th. And the program, the speakers were candidates for the
10 office of sheriff and commissioner candidates for Districts 1 and 3. And
11 they spoke on their positions on animal welfare. You can see on the
12 upper right hand corner Rick Hahn, the chair of the Coalition for Pets and
13 People and the other two people are Board Members of HSSNM, and the
14 rest of the people are identified in the captions. Here are the stats for
15 HSSNM; we've had 38 adoptions total, and our pet line averages about a
16 100 calls a month. We had a spike one month which accounts for that
17 and 251 sessions year-to-date in humane education. We've helped 164
18 pets since the Cancer Critters was started. And we've raised over \$7,900
19 for animals. And our microchip numbers since 2014 are at 6300. And
20 Dee Dougil, I'm mentioning her here, she's pictured in the right hand slide
21 and she was a presenter during October at Grace Village for the Critter
22 Connection Program that HSSNM leads. And Dee is also one of the main
23 representatives of the Las Cruces Pet Network.

24 Safe Haven they had an open house in October. And there's a
25 picture of their assistant manager, Doug White with one of their dogs that's
26 available for adoption. And of course that picture's taken from Yappy
27 Hour. And of course the picture with all the people is at their open house
28 and Rick Hahn is pictured in the back row at the very top there and he
29 represented the Coalition at the open house. They had an awesome
30 reunion of pets that have, as I said it's an open house, but it was also an
31 adoption reunion. We really had a great time.

32 APA had a, this is their Pits for Peace booths. One of them was a
33 photo booth that they did with a Harley and dogs could get their pictures
34 taken with their owners.

35 Broken Promises had a Kiss a Bull and that's Hank, Rebecca's dog
36 giving loving to one of the people at the event and they held adoptions
37 also at Pits for Peace. And Pits for Peace was held October 28th.

38 Here are APA's numbers for October. Their intake and adoptions
39 and transfer and microchips and it looks like they had an awesome month
40 for adoptions. And you can see here some of the animals that were
41 adopted during the month of October. In addition to the services that APA
42 offers, it's been announced they have dog obedience now available that
43 Doug Baker who is their person that does the training and the work with
44 some of the Paws Animals is also offering it for the public. And APA
45 started their Home for the Holidays Promotion. They started it at Pits for
46 Peace and it will be running through January 2nd.

1 Here's Cat's Meow Report they have 31 resident animals right now
2 at their facility. And they had many adoptions, several in October and I
3 know they reported last month that year-to-date that they had something
4 like 70 adoptions. So I wouldn't be surprised that they're getting close to
5 80 now which is totally a banner year for them. They do however have a
6 lot of cats waiting in foster. They have about 50 waiting in foster right
7 now.

8 And Broken Promises, Mavis was trapped at a business and is in
9 the care of Broken Promises; trapped the cat for the business and one of
10 their employees has the kitten in foster, which hopefully will be able to be
11 socialized since it was trapped so young. And then Spunky is another cat
12 that was TNRed during the month of October by Broken Promises.
13 Broken Promises reports about 67 TNRs for the year so far. And Kelly did
14 send me a report too, it's on my phone and I'll pull that up, but right now I
15 know here it says over 50 dogs from El Paso and Kelly here reports 60.
16 She said please say that with the help of the Last Litter team and the El
17 Paso Animal Services that another Tails to Freedom Flight was completed
18 on October 17th. And 60 dogs from El Paso flew to Idaho with Dog as My
19 Co-Pilot and long with two former moms from the Last Litter and they are
20 pictured here in the lower right hand corner. Apache and Kat are the
21 name of those two dogs and HSSNM did sponsor those two dogs for the
22 flight. And the pilot had a little surprise with one of the guys getting out of
23 his carrier, but he looked like he's made the flight okay.

24 Dog'Cruces reported on the Last Litter Program in an article in their
25 Fall Issue and there you'll see some numbers, three moms and 27
26 puppies were reported at the end of October as occupants at the Last
27 Litter Inn. And the dog in the lower left hand corner is Zorro with her pups
28 is one of the occupants and then the two dogs shown at the top upper
29 right there were ones that were briefly in foster along with a couple of
30 siblings there at Last Litter Inn before they went to Working Dog Rescue.
31 Kelly reports that there were 35 puppies transferred for the month of
32 October from Last Litter to Colorado Puppy Rescue.

33 Here is the Doña Ana County Humane Society, a highlight on each
34 of their three programs. Their Animal Relief Fund dog pictured there that
35 was helped in the left hand slide and the dog in the middle was helped
36 through their Ruff to Ready Program. They help animals that have been
37 adopted through the shelter. And then the dog in the left is one that was
38 adopted through their Pets to Seniors Program.

39 Here are a couple of events coming up for the Doña Ana County
40 Humane Society there are going to be a Mike Rose is doing a Holiday Pet
41 Photo Promotion for them at his studio on November 14th. And they're
42 having a Wine and Shopping Event at Turquoise Tee Pee on November
43 the 29th.

44 Cherished K-9s, a couple of animals that were adopted, Malarkey
45 they pulled from the shelter back in March and Malarkey was adopted last

1 month. And Delta was a dog who an animal advocate witnessed being
2 dumped from a car that fortunately found rescue through Cherished K-9s.

3 Wild Bird Unlimited, they have their little dog Sara and every year
4 they designate a charity and animal rescue and this year they picked
5 Cherished K-9s. And they had their wish list and so people brought things
6 to them there at the store and they also held an adoption event as well.

7 SNAP had a busy pre-Halloween time with their Yappy Hour Finale
8 which they co-host with Doña Ana County Humane Society and you'll see
9 Rachel Snow who's an employee with SNAP. And I thought it was
10 appropriate to say that she energized everyone. And I really liked their
11 trunk to treat station, their event there that was at Vista College. And their
12 next mobile clinic will be November 12th and that will conclude their year
13 with clinics, at least with the mobile clinics. Julie and Sandra gave me this
14 report. They're vouchers that they've issued, the spay and neuter
15 vouchers they've issued for the year, 1,259; and then you'll see the
16 breakdown there in dogs and cats. And the mobile clinics those are the
17 number of animals that have been spayed and neutered through their
18 mobile clinics this year.

19 Forever Homes Animal Rescue this Saint Bernard was surrendered
20 to the Animal Shelter and pulled by Forever Homes and went to
21 Alamogordo. This is the group of dogs there is just an example of the kind
22 of things that people in rescue encounter all of the time. And here you see
23 five females and three males of which two are pregnant needing a foster,
24 needing some sort of accommodations for these animals. So it is really
25 difficult. Forever Homes Animal Rescue reports transporting over 800
26 dogs so far this year. Mostly dogs and in just one weekend near the end
27 of this month they transported three cats and 57 dogs. So they're doing a
28 lot of heavy lifting.

29 The Dog Park Coalition held their 10th Annual Halloween Costume
30 Contest and Fall Birthday Party for Dogs.

31 The Las Cruces Pet Network, the dog on the lower left was one that
32 was intercepted at a veterinary clinic, an example of a healthy dog that the
33 owner was going to have euthanized and so it was arranged for, the
34 animal was intercepted by an advocate who happened to be in the clinic
35 and so the dog went to rescue and so the network is of course trying to
36 help find an adopter. And then the dog with the pups is another example
37 of ways we help and this was an Animal Services Center dog in need of a
38 foster with pups. So in addition to that, the Network helps lost and found
39 animals and of course we always promote the Animal Services Center
40 Pet-of-the-Week as well as part of our work.

41 I wanted to say, this is the end of the community report, but I just
42 wanted to note that Big Kitty Fix gave me their report after I had already
43 sent in the power point. So what I'm going to do now is just highlight it and
44 then I'll put it on a slide for next month. But Big Kitty, Michelle Corella and
45 Anne Markmen who sent this report, they said they held their last clinic
46 July 22nd. And they said their hope was to hold more clinics, but it didn't

1 work out. Their total spay and neuters from 2012 to 2018 are 1,839 cats
2 that have been spayed and neutered, and of course a lot of the majority of
3 those I'm sure are community cats. But I'll have a more specific report at
4 the next meeting. And I think that concludes the PowerPoint.

5
6 Williams: Are there any Board questions or comments? Seeing none. Thank you
7 Jean very much.

8
9 Gilbert: Thank you.

10
11 Williams: That was great.

12
13 **VII. PUBLIC INPUT**

14
15 Williams: That brings us now to item number seven right? Public input. Okay. Do
16 we have any public input?

17
18 Krueger: Susan Krueger. I just wanted to mention a return to owner practice that
19 the Animal Center has as well as paperwork that we fill out at the
20 Downtown Plaza when we do dog adoptions during Farmer's Market. On
21 the adoption paperwork it asks for an alternate, the name of an alternate
22 person and phone number. Now this would not be an owner and not
23 necessarily a family member. So everybody who adopts a dog at the
24 Farmer's Market gives us that information. Now I know it works because
25 my neighbor put me down as the alternate person and sure enough I got
26 called, would I take this little dog that the ACO had picked up because my
27 name was the alternate. So sure enough I took him in as soon as Mickey
28 and Dolly got home I returned Omar to them personally. So, it's a piece of
29 paper work that has a workable, practical application. So, thanks.

30
31 Williams: Thank you.

32
33 Bryce: Frank Bryce, President of the Humane Society of Southern New Mexico.
34 Just a couple of quick things. A question for Mr. Thacker, is there a public
35 release on the suspension of the public spay and neuters? Is the sign
36 down on the east side of the building about the public spay and neuters? I
37 hadn't heard anything about it being suspended. That would be good for
38 the public to know.

39 On a happier note, Kelly Barker is recovering from her medical
40 issue. She's home, she's under some therapy, she's just as mean as she
41 ever was and is moving right ahead with her plans on what's going on with
42 Last Litter and so forth.

43 There's going to be some kind of a public notice out as to how that
44 program will mesh into what other plans that she's got. And I did get a
45 message, you're probably aware of it, but if you're not the Board of
46 Veterinarian Medicine, I got a message from them the Board will be using

1 guidelines for standards of animal care in animal shelters as their new
2 issue. And this one sentence I really liked this is the last sentence. "The
3 minimum standards established for the first time in New Mexico sheltering
4 history will ensure that already traumatized animals are treated in a
5 humane society."

6 This Board adopted those standards several years ago if you
7 remember. I don't believe we've ever met them sufficiently in the time that
8 they were adopted. And we will be getting inspections to shelters now
9 which this new Board has authority over if you're not aware of that.

10 I want to register a little bit of disappointment. I come up here
11 quite often and I'm not always the happiest guy you'll see. I wish we
12 would have done more to continue that Last Litter. Kelly's group without
13 her there, with her administratively organizing they sent out 45 puppies
14 yesterday morning from El Paso and Sunland and then some from here,
15 but none from the shelter. We need to get a more collaborative effort
16 going on that sort of a program. That would be really good to continue
17 that because a lot of them have been going out that way. Thank you.

18
19 Gandara: Thank you. Any other public comment? Are you coming down Jean?
20 Okay.

21
22 Gilbert: I just had a comment to Frank's that perhaps there might be a way to work
23 on sponsorships for animals from the shelter for going out with the Last
24 Litter with these flights and so on. I don't know, but it's just an idea how to
25 work that.

26 And then I had a question for Animal Control and it was in Mary
27 Lou's report, but I thought I remembered seeing 80 some dogs that were
28 considered aggressive and I just wonder what that term aggressive means
29 exactly and what would be the status of those animals too? And I don't
30 know if Gino can answer that or not?

31
32 Jimenez: I can't.

33
34 Gilbert: Okay. Do you guys have her report? Can you reference it to see if it was
35 80 and if there maybe could be, I don't know if there could any sort of
36 breakdown on that a type of, what would explain there's so many that are
37 aggressive.

38
39 Williams: Madam Chair.

40
41 Gandara: Yes.

42
43 Williams: The report says that there, and I think it's important that she is breaking
44 these out saying that these are calls that are coming in so there were 44
45 calls about injured animals, there were seven calls about cruelty, there
46 were 86 calls about vicious animals.

1
2 Gilbert: Vicious, okay that was the term vicious. They were calls.
3
4 Williams: They were calls and then officers would respond whether they found a
5 vicious animal is unknown.
6
7 Gilbert: I understand, thank you.
8
9 Williams: We do have the ACO here who would like maybe clarify that further.
10
11 Gandara: Absolutely. Come on down.
12
13 Holsey: Chairwoman, Board Members. So for our vicious calls basically what a
14 vicious call is for us is someone calls in, a dog is chasing someone down
15 the street or is attempting to attack someone, something like that, that's
16 what we consider a vicious call or it's not just a person as well it could be
17 attacking another animal, killing livestock, anything like that. And then if
18 we end up do picking up the dog if it is aggressive towards us and puts
19 officers in harm's way or other people in harm's way we put it on our
20 paperwork for the impoundment that the dog is aggressive, stuff like that
21 and it's for our safety, for shelter staff so they know that we had issues
22 with that dog so they know as well for the initial impoundment.
23
24 Williams: Madam Chair.
25
26 Gandara: Yes. Vice-Chair Williams.
27
28 Williams: Can you give us a rough estimate out of 86 calls how many of those would
29 have resulted in impoundment with the aggressive notation?
30
31 Holsey: It just depends per officer. I honestly do not have the stats. That would
32 be a stat that Mary Lou would have to present. I don't have access to all
33 those.
34
35 Gandara: Thank you. Any other comments?
36
37 **VIII. CHAIR AND BOARD COMMENTS**
38
39 Gandara: On to Chair and Board comments. Let's start with Board Member
40 Gonzales.
41
42 Gonzales: I'd like to thank the County and the City for their reports and the
43 evaluations on adoptions as well as intakes. And I'm looking forward that
44 those evaluations be brought forward for evaluating our employees at the
45 Animal Shelter. I look forward to that. Thank you.
46

1 Gandara: Board Member Eakman.
2
3 Eakman: Thank you Madam Chair. I would like to ask the Executive Committee for
4 a favor and a report back next meeting if I could. I was really stunned that
5 we don't have a process for employee evaluations at the Animal Services
6 Center and I've sat on this Board for almost three years now and I didn't
7 know that. And we are not here to manage the shelter. We hire
8 somebody to do that. We're here to set policy. But part of that policy is
9 what are the management systems in place? What are they? How are
10 they actually working? And are we getting reports on those management
11 systems if they refer to policy? So in some form I would like to see an
12 analysis of the management systems that are now in place or should be in
13 place at the Animal Shelter and I'm not asking for that analysis by the next
14 meeting, I guess I'm asking for what process would the Executive
15 Committee recommend for us to get an inventory of the management
16 systems that are currently in place and those that might be needed.
17 Okay? Thank you.
18
19 Gandara: Thank you Board Member Eakman. And we'll do. Board Member Garrett.
20
21 Garrett: Thank you. Every so often I feel that these meetings we reach a different
22 place in the evolution of the Animal Services Center. And I think that
23 today's meeting to me elevated our concern with best practices in terms of
24 management, dealing with compensation for the staff, and just again to
25 put this in some kind of context; the shelter as a whole we're concerned
26 with animals, we're concerned with the facilities, and we're concerned with
27 personnel, the people. Maybe there's a fourth one that has to do with the
28 relationship with the public. And we continue to I think work on trying to
29 improve all four of those areas. The work that's being done now if you
30 look at the graphs and I think that the data, the reason we have all that
31 information, that we've asked for all that information, is so that we can see
32 where we are and where we're going and I think that that's very helpful.
33 The rescues were not something we anticipated as being that much of a
34 percentage of what would be done in order to reduce the number of
35 euthanasia's at the Center a number of years ago, but that's the way that
36 it's evolved and we need to understand that and support that.
37 I do think that we are at a point of saying okay we've got a new
38 facility that's going to be coming, we're working on significant changes to
39 what we have. The idea of working on personnel now I think is important
40 and I would suggest as part of that that formalizing what the annual work
41 plan is and how that relates to a multi-year strategy is important. That of
42 course then is responsibility for the Executive Director to implement. And I
43 think that being clear about what that plan is and then how, and it should
44 be something that the Board approves, is going to make it clear to
45 everyone, staff, the public, the Board our respective commissions and
46 councils. What's needed in order to move things forward? And I think

1 having that plan and that vision we're at a place where we can talk about
2 that in a new and constructive way. But the clear part of that is getting
3 some of these things formalized. I can tell you that in the discussions that
4 we had had with the previous Director my understanding was that we were
5 having evaluations done and so I never questioned that. But there's only
6 so much I think that we can do at one time and certainly the facilities and
7 the distemper outbreak and there are a whole lot of things that are going
8 on, and so as we continue to build this there will be new areas of
9 emphasis and I think there's a clear signal that's being sent; we want to up
10 the game in terms of how we're dealing with personnel. And we're also
11 saying we've made a commitment to supporting the staff with the approval
12 of increased pay. So there's a quid pro quo if you will that is coming from
13 the Board relative to personnel and moving forward. Thank you.

14
15 Gandara: Thank you Board Member Garrett. Vice-Chair Williams.

16
17 Williams: Not really related to what we're here to talk about today, but I wanted with
18 Veteran's Day coming up thank all the Veteran's for their service and wish
19 everybody a Happy Thanksgiving.
20

21 Gandara: Thank you Vice-Chair Williams. Lastly I wanted to recommend that we set
22 up a work session to talk about the comments and the feedback that a lot
23 of us had here today in terms of unidentified pets, care, and responsibility,
24 sort of looking at how do we elevate sort of these conversations and
25 policies if you will as it relates to addressing the issues, particularly that
26 Board Member Eakman had. I'm not sure people are amenable to that,
27 but I don't see any other way than to do that and I'm not sure sort of the
28 structure and how we move forward, but I like to recommend that. I'm not
29 sure if people are in agreement, but maybe we can talk a little more about
30 it at the Executive Committee.

31 The Task Force currently is working on policy changes, ordinance
32 changes, and getting real close to coming back to the Board with some
33 with all those changes. And so I'm assuming maybe two or so more
34 meetings and we'll be ready probably the first of the year, so we can talk
35 about it there if you will, but not everybody attends those meetings and
36 they're just representation. I attend, Executive Director Thacker attends,
37 David Dollahon attends, lots of the public, but I think what we're missing is
38 that relationship with the public. Not the rescues and the people who work
39 in there I'm saying public who owns pets. Like what is it that we're, I find
40 that piece missing if you will. So I'm not sure that the Task Force, sure we
41 can vet it through the Task Force but we don't have the participation of the
42 rest of us in that group. Board Member Garrett.

43
44 Garrett: Madam Chair. Thank you and I think that that's a good idea. I'm going to
45 suggest that you're going to have at least two new representatives from
46 the County. I don't know whether Commissioner Gonzales is going to

1 continue to stay on here. I hope you will because you've got some good
2 insights and experience. But this might be a good thing to do with the
3 newly constituted Board after January when you've got new people on.

4 And I think that as part of that and because you would have some
5 new people, it would be good to have staff thinking ahead in terms of how
6 do we present the information so that I think we've all been in that situation
7 where it feels like you're drinking from a fire hose trying to understand
8 what's going on with ASCMV. It's very hard to begin with, but I think
9 focusing on the particular issue, providing good background information
10 would be helpful to the new members and allow you to build some
11 initiatives that could go out from there.

12
13 Gandara: Thank you Board Member Garrett. Lastly I'd like to see on the agenda
14 coming up is some GO Bond updates, where we add I know we're
15 beginning to have some conversations, if we are not at the point where we
16 are updating I'd like to get to that point and start having that as a constant
17 agenda item, a consistent agenda item to discuss, because I think the
18 public is asking. I know Board Member Gonzales says, "Hey when is that
19 new building going to be erected?" And we're nowhere near that. I know
20 there are some discussions and we're looking and the City is moving fast,
21 but I'm not always privy to those conversations. So please if you will, I'd
22 like to see that on as a consistent agenda item. Okay. Anything else?

23
24 **IX. Adjournment (11:20 AM)**

25
26 Gandara: Okay. So I think if I could get a motion to adjourn?

27
28 Gonzales: So moved.

29
30 Gandara: Okay. And second?

31
32 Eakman: Second.

33
34 Gandara: All right. Thank you all.

35
36 **BOARD OF DIRECTORS**

37 _____
38 Kasandra Gandara, Chairman

39
40 _____
41 Jess C. Williams, Vice-Chairperson

42
43 _____
44 Jack Eakman, Board Member
45
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Billy G. Garrett, Board Member

Ramon Gonzalez, Board Member

Gregory Z. Smith, Board Member

ATTEST:

Amanda Lopez Askin, County Clerk

MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Karin Byrum, Provisional Accounting Manager **Initials:** KB
Date: December 10, 2018 **File #:**
F-18-334

Subject: Animal Service Center of the Mesilla Valley Financial Report
Unaudited November 30, 2018.

Attached are the unaudited financial results of the Animal Service Center operations for the period ending November 30, 2018. Some observations for your consideration:

- The Statement of Net Position (page 1) shows cash of \$462,345. There is an outstanding account receivable in the amount of \$88,881.
- The outstanding payroll liabilities are \$52,604 for the General Fund. There is also an outstanding accounts payable balance of \$4,180. In addition, there is a \$20,000 PetSmart Grant in Revenues Collected in Advance.
- The Capital Projects Fund shows cash of \$897,960. There are no outstanding receivables in the Capital Fund.
- The \$77,000 in Revenues Collected in Advance is a PetSmart Grant that has not been expended.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$1,390,044. YTD operating expenditures are at \$1,135,830 which results in an increase in Net Fund Balance of \$254,214.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 47.7% of budgeted revenues and 37.8% of budgeted expenditures have been recognized. The current budget parameter for this month is 41.7%.
- The Grants and Donations Schedule on page 7 provides a summary of grants and donations received.

CC: William Studer, Assistant City Manager
CC: Amador Espinosa, Financial Reporting Analyst

Initials: WSB
Initials: AE

Animal Service Center of the Mesilla Valley
Statement of Net Position
November 30, 2018 (Unaudited)

	<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	\$ 462,345	\$ 897,960	\$ -	\$ 1,360,305
Accounts receivable	88,881	-	-	88,881
Total Current Assets	<u>551,226</u>	<u>897,960</u>	<u>-</u>	<u>1,449,186</u>
Capital Assets				
Equipment, net of accum depr	-	-	265,991	265,991
Total Capital Assets	<u>-</u>	<u>-</u>	<u>265,991</u>	<u>265,991</u>
Total Assets	<u>\$ 551,226</u>	<u>\$ 897,960</u>	<u>\$ 265,991</u>	<u>\$ 1,715,177</u>
Liabilities				
Current Liabilities				
Accounts payable	\$ 4,180	\$ -	\$ -	\$ 4,180
Accrued Wages Payable	-	-	-	-
Accrued payroll liabilities	52,604	-	-	52,604
Revenue Collected in Advance	20,000	77,000	-	97,000
Total Current Liabilities	<u>76,784</u>	<u>77,000</u>	<u>-</u>	<u>153,784</u>
Fund Balance				
Required reserve	250,509	-	-	250,509
Restricted	-	50,000	-	50,000
Unassigned	223,933	770,960	265,991	1,260,884
Total Fund Balance	<u>474,442</u>	<u>820,960</u>	<u>265,991</u>	<u>1,561,393</u>
Total Liabilities and Fund Balance	<u>\$ 551,226</u>	<u>\$ 897,960</u>	<u>\$ 265,991</u>	<u>\$ 1,715,177</u>

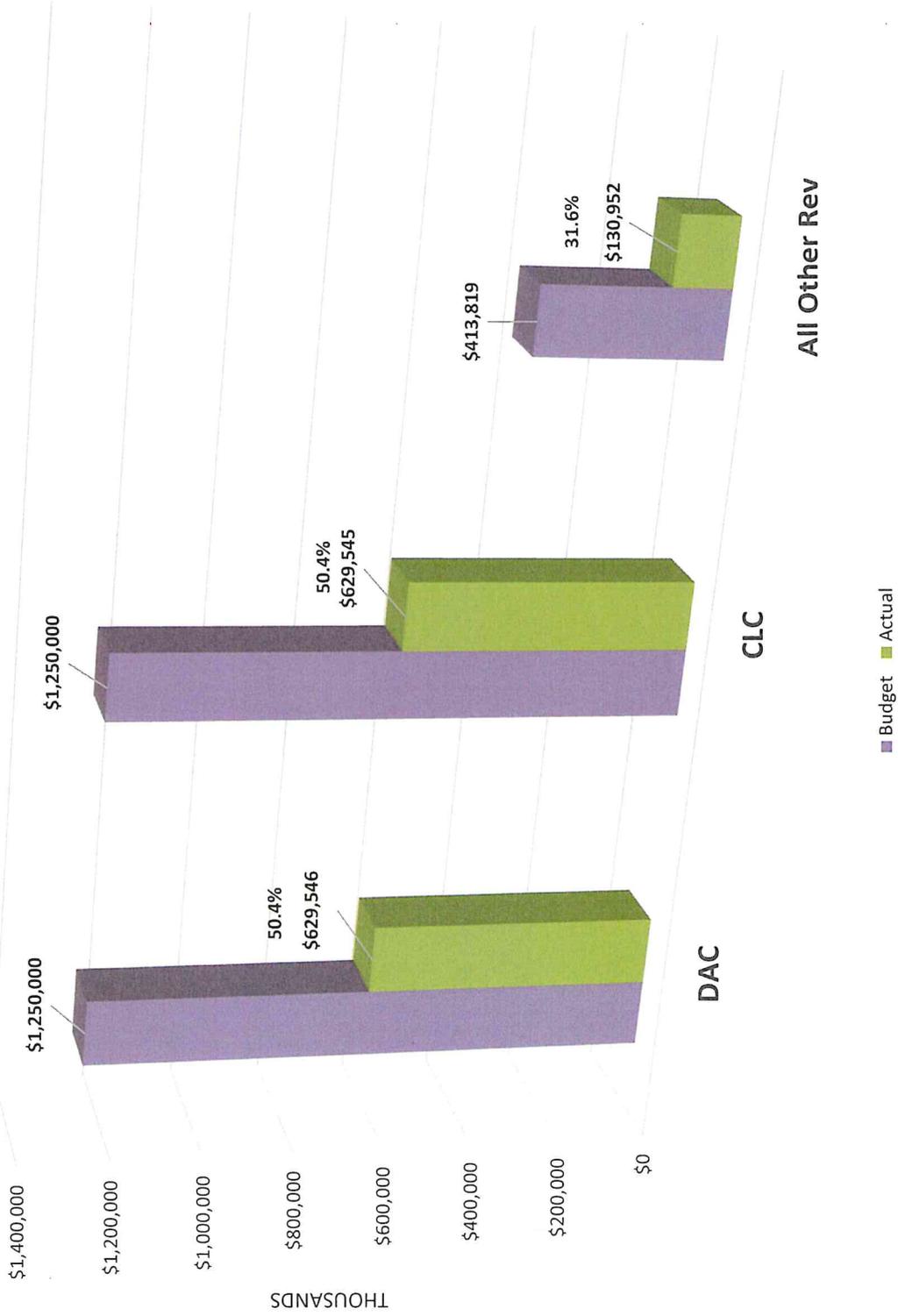
**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
For the Period Ended November 30, 2018 (Unaudited)**

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
Revenues				
Pet licenses CLC	\$ 17,080	\$ -	\$ -	\$ 17,080
Pet licenses DAC	7,081	-	-	7,081
Vaccinations	8,265	-	-	8,265
Pet micro-chip	9,138	-	-	9,138
Onsite adoptions	16,203	-	-	16,203
Return to owner-Dona Ana Cou	4,246	-	-	4,246
Return to owner-City of Las Cru	9,684	-	-	9,684
Spay/neuter	24,496	-	-	24,496
Dona Ana County	629,546	-	-	629,546
City of Las Cruces	629,545	-	-	629,545
City of Anthony	2,695	-	-	2,695
Donations & memorials	14,243	-	-	14,243
City of Sunland Park	140	-	-	140
Village of Hatch	105	-	-	105
Other revenue	14,882	38,000	-	52,882
Investment income	2,694	-	-	2,694
Total revenues	<u>1,390,044</u>	<u>38,000</u>	<u>-</u>	<u>1,466,043</u>
Expenditures				
Personnel	753,199	-	-	753,199
Temp agency services	31,483	-	-	31,483
Repairs and maintenance	14,935	-	-	14,935
Services	195,496	-	-	195,496
Supplies	90,794	-	-	90,794
Insurance	36,584	-	-	36,584
Other	13,339	-	-	13,339
Depreciation & amortization	-	-	-	-
Capital outlay	-	232,391	-	232,391
Total expenditures	<u>1,135,830</u>	<u>232,391</u>	<u>-</u>	<u>1,368,221</u>
Net Operating Income (Loss)	<u>254,214</u>	<u>(194,391)</u>	<u>-</u>	<u>59,823</u>
Transfers	-	-	-	-
Net Change in Fund Balance	<u>254,214</u>	<u>(194,391)</u>	<u>-</u>	<u>59,823</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Beginning Fund Balance	<u>220,228</u>	<u>1,015,351</u>	<u>265,991</u>	<u>1,501,570</u>
Ending Fund Balance	<u>\$ 474,442</u>	<u>\$ 820,960</u>	<u>\$ 265,991</u>	<u>\$ 1,561,393</u>

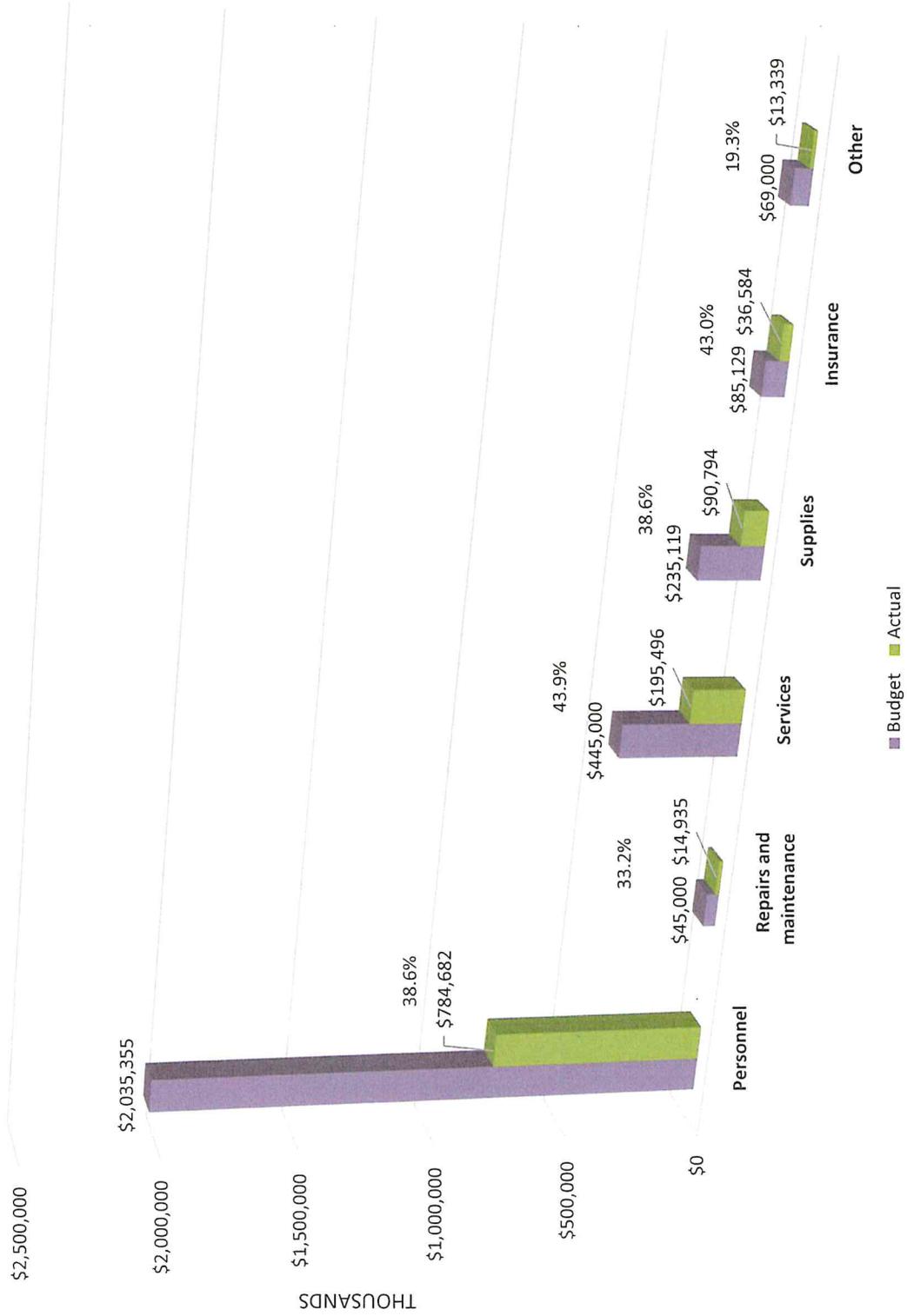
**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance - Budget and Actual
For the Period Ended November 30, 2018 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Pet licenses CLC	\$ 50,000	\$ 17,080	34.2%
Pet licenses DAC	20,000	7,081	35.4%
Vaccinations	30,000	8,265	27.6%
Pet micro-chip	50,000	9,138	18.3%
Onsite adoptions	60,000	16,203	27.0%
Return to owner-Dona Ana County	10,000	4,246	42.5%
Return to owner-City of Las Cruces	25,000	9,684	38.7%
Spay/neuter	70,000	24,496	35.0%
Dona Ana County	1,250,000	629,546	50.4%
City of Las Cruces	1,250,000	629,545	50.4%
City of Anthony	3,000	2,695	89.8%
Donations & memorials	33,619	14,243	42.4%
City of Sunland Park	2,000	140	7.0%
Village of Hatch	200	105	52.5%
Other revenue	23,000	14,882	64.7%
Investment income	17,000	2,694	15.8%
Total revenues	<u>2,913,819</u>	<u>1,390,044</u>	47.7%
Expenditures			
Personnel	1,935,355	753,199	38.9%
Temp agency services	100,000	31,483	31.5%
Repairs and maintenance	45,000	14,935	33.2%
Services	445,000	195,496	43.9%
Supplies	235,119	90,794	38.6%
Insurance	85,129	36,584	43.0%
Other	69,000	13,339	19.3%
Capital outlay	91,500	-	0.0%
Total expenditures	<u>3,006,103</u>	<u>1,135,830</u>	37.8%
Net income (loss)	<u>(92,284)</u>	<u>254,214</u>	
Transfer to capital from operations	<u>-</u>	<u>-</u>	
Net change in fund balance	<u>\$ (92,284)</u>	<u>254,214</u>	
Beginning Fund Balance		<u>220,228</u>	
Ending Fund Balance		<u>\$ 474,442</u>	

Animal Service Center of the Mesilla Valley
 Annual Budget vs. Actual Year -To- Date
 November 30, 2018 - Revenues
 Budget Parameter 41.7%



Animal Service Center of the Mesilla Valley
 Annual Budget vs. Actual Year-To-Date
 November 30, 2018 - Expenditures
 Budget Parameter 41.7%



**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of November 30, 2018**

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	Pending Steve M	The grant funds support costs associated with constructing a new adoption lobby, office support space, and renovating existing
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,
7440	11764	PETSMART	\$ 20,000	-	\$ 20,000	Grant	08/31/19	The grant funds support costs associated with transportation, vaccination, health certificates, medical treatment,

Animal Services Center of the Mesilla Valley

Monthly Statistics Report-November 2018

INTAKE	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock <small>(horse, goat, sheep, pig, donkey)</small>	Wildlife <small>(skunk, bat, coyote, fox, raccoon)</small>	Total
City of Las Cruces										
Owner Surrender	94	18		2			1			115
Returned Adoptions	2	1								3
Seized from Owners	6	0								6
Strays (brought in by the public)	39	32								71
Strays (brought in by Animal Control)	137	152						3		292
Wildlife									9	9
Subtotal City of Las Cruces	278	203	0	2	0	0	1	3	9	496
Doña Ana County										
Owner Surrender	53	7			1					61
Returned Adoptions	1	0								1
Seized from Owners	3	1								4
Strays (brought in by the public)	35	31	3							69
Strays (brought in by Animal Control)	109	146						1	1	257
Wildlife							1			1
Subtotal Doña Ana County	201	185	3	0	1	0	1	1	1	393
Anthony, NM	18	18								36
Hatch, NM	3	0								3
Sunland Park, NM	0	0								0
Jurisdiction Unknown/Other	1	0								1
Total Intake	501	406	3	2	1	0	2	4	10	929

OUTCOME <i>(city and county)</i>	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock <i>(horse, goat, sheep, pig, donkey)</i>	Wildlife <i>(skunk, bat, coyote, fox, raccoon)</i>	Total
Admin Missing										
Foster-Escaped										0
Foster-Lost Contact										0
Foster-Stolen From										0
FTA-Escaped	1									1
FTA-Lost Contact	1	1								2
FTA-Stolen										0
Offsite-Missing										0
Offsite-Stolen From										0
Shelter-Escaped	2									2
Shelter-Missing										0
Shelter-Stolen										0
Subtotal Admin Missing	4	1	0	0	0	0	0	0	0	5
Adoptions	145	70	1	2	3	1	1	1		223
Expired in Shelter	12	13								25
DOA	30	15							2	47
Return to Owner	78	9						1		88
Transferred Out (Rescues)	162	142					1	1		306
Wildlife Release	0	0							8	8
Owner Request Euthanasia	42	2	1							45
Euthanized										
Age - Too Old	3	0								3
Age - Too Young	5	0								5
Behavior - Aggressive - Dog	7	0								7
Behavior - Aggressive - Human	6	0								6
Behavior - High Arousal Level	2	0								2
Behavior - Resources Guarding	4	0								4
Behavior - Timid	3	2								5
Behavior - Timid - Fear Biter	15	0								15
Breed - Medical	0	0								0
Court Order	0	0								0
Eliminator	0	0								0
Failure To Thrive	0	0								0
Feral	0	2								2
Hit by Car	0	3								3
Medical Issues	4	11								15
Medical - Animal Attack	0	1								1
Medical - Distemper - TX	12	0								12
Medical - Distemper - Non TX	5	0								5
Medical - Felv	0	0								0
Medical - FIV	0	1								1
Medical - HW Positive	0	0								0
Medical - Kennel Cough - TX	12	0								12
Medical - Kennel Cough - Non TX	19	0								19
Medical - Liver Failure	1	3								4
Medical - Mange - TX	0	0								0

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Medical - Mange - Non TX	0	0								0
Medical - Mass	0	1								1
Medical - Neurological	0	0								0
Medical - Parvo - TX	7	0								7
Medical - Parvo - Non TX	4	0								4
Medical - Pneumonia	0	0								0
Medical - Pregnant	0	0								0
Medical - Prolapse	0	1								1
Medical - Ringworm	0	26								26
Medical - Tick Borne Disease	0	0								0
Medical - URI - TX	0	60								60
Medical - URI - Non TX	0	50								50
Rabies Suspect	0	0								0
Space	2	4								6
Space - Pitbull Breed	0	0								0
Subtotal Euthanized	111	165	0	0	0	0	0	0	0	276
Euthanasia Rate	22.2%	40.6%	na	na	na	na	na	na	na	29.7%
Total Outcome	584	417	2	2	3	0	2	3	10	1,023

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Public Services										
City Clinic (includes outside surgeries, vaccinations, and microchips)	29	15	1							45
County Clinic (includes outside surgeries, vaccinations, and microchips)	13	7								20
Jurisdiction Unknown	0	0								0
Subtotal Clinic In	42	22	1	0	0	0	0	0	0	65
Clinic Out (includes outside surgeries, vaccinations, and microchips)	39	22								61

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Grand Total										
Intake*	501	406	3	2	1	0	2	4	10	929
Outcome*	584	417	2	2	3	0	2	3	10	1,023

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Statistics										
Live Release Rate	77.6%	57.3%	na	na	100.0%	na	100.0%	100.0%	100.0%	69.4%
Euthanized, Expired in Shelter, DOA	153	193	0	0	0	0	0	0	2	348
Average Intake/day	16.7	13.5	0.1	0.1	0.0	0.0	0.1	0.1	0.3	31.0
Average Outcome/day	19.5	13.9	0.1	0.1	0.1	0.0	0.1	0.1	0.3	34.1
Average Euthanizations/day	3.7	5.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.2
Average RTO/day	2.6	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.9
Average Adoptions/day	4.8	2.3	0.0	0.1	0.1	0.0	0.0	0.0	0.0	7.4

* The discrepancy between intake and outcome numbers is due to the number of animals taken in on the final three to five days of the month whose outcome is listed on the following month's report. (Animals are held as Strays three days without tags and five days with identification for owner reclaim). It is doubtful that the two numbers will ever

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2018-26**

**RESOLUTION APPROVING THE 2019 HOLIDAY CLOSURE
SCHEDULE FOR THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY**

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

WHEREAS, the ASCMV deems it necessary to establish a Holiday/Closure schedule for the 2019 calendar year to be observed by the Animal Service Center of the Mesilla Valley; and

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

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

New Years Day	Tuesday, January 1, 2019	Closed
Easter	Sunday, April 21, 2019	Closed
Memorial Day	Monday, May 27, 2019	Closed
Independence Day	Thursday, July 4, 2019	Closed
Labor Day	Monday, September 2, 2019	Closed
Thanksgiving Day	Thursday, November 28, 2019	Closed
Christmas Day	Wednesday, December 25, 2019	Closed

Floating Holidays 5 8-hour days for full time employees
 5 4-hour days for part time employees

Martin Luther King Jr. Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Veterans Day	Monday, November 11, 2019
Thanksgiving Holiday	Friday, November 29, 2019
Winter Holiday	Tuesday, December 24, 2019

(I)

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

(II)

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

PASSED AND APPROVED this 13th day of December, 2018.

Board of Directors of the Animal Service Center of the Mesilla Valley, Doña Ana County, New Mexico.

VOTE:

Kasandra Gandara, Chair_____	___yea___nay
Jess C. Williams, Vice-Chair_____	___yes___nay
Gregory Z. Smith, Member _____	___yea___nay
Jack Eakman, Member_____	___yea___nay
Ramon S. Gonzalez, Member_____	___yea___nay
Billy G. Garrett, Member_____	___yea___nay
David Dollahon, Ex-Officio Member_____	___yea___nay

ATTEST:

Amanda Lopez Askin, Ph. D., County Clerk

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2018-27**

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

WHEREAS, the Animal Service Center of the Mesilla Valley met on Thursday, December 13th, 2018, and

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

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

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

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

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

1. All meetings shall be held at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico at 9:00 a.m. or as indicated in the meeting notice.

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

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

8. The Board of Directors of the Animal Service Center of the Mesilla Valley may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
- (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Directors of the Animal Service Center of the Mesilla Valley taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - (b) If a closed meeting is conducted when the Board of Directors of the Animal Service Center of the Mesilla Valley is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Directors of the Animal Service Center of the Mesilla Valley in an open public meeting.

PASSED AND APPROVED this 13th day of December, 2018.

Board of Directors of the Animal Service Center of the Mesilla Valley, Doña Ana County,
New Mexico.

VOTE:

Kasandra Gandara, Chair _____ ___yea___ nay

Jess C. Williams, Vice-Chair _____ ___yea___ nay

Gregory Z. Smith, Member _____ ___yea___ nay

Jack Eakman, Member _____ ___yea___ nay

Ramon S. Gonzalez, Member _____ ___yea___ nay

Billy G. Garrett, Member _____ ___yea___ nay

David Dollahon, Ex-Officio Member _____ ___yea___ nay

ATTEST:

Amanda Lopez Askin, Ph. D., County Clerk