

CITY HALL
P.O. BOX 20000
LAS CRUCES, NM 88004

700 N. Main St.
PHONE (575) 541-2067

**Board of Directors Meeting
Thursday, December 21, 2023 at 9:00
AM**

**Meetings can be viewed live at
lascruces.civicweb.net**

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1. <u>CALL TO ORDER AND PLEDGE OF ALLEGIANCE</u>	
2. <u>DETERMINATION OF QUORUM</u>	
3. <u>ACCEPTANCE OF AGENDA</u>	
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DETERMINATION OF REASONABLE NOTICE OF MEETINGS AND
MEETING DATE OF THE ANIMAL SERVICES CENTER OF THE
MESILLA VALLEY BOARD OF DIRECTORS

[CAES #23-241 - Pdf](#)

7. **PUBLIC INPUT**
8. **CHAIR AND BOARD COMMENTS**
9. **ADJOURNMENT**

Next meeting - Thursday, January 25, 2024

ANIMAL SERVICE CENTER OF MESILLA VALLEY

November 30, 2023 at 9:00 a.m.

BOARD MEMBERS PRESENT:

- Manuel Sanchez - Chairman
- Becky Corran - Board Member
- Yvonne Flores - Board Member
- Christopher Schaljo-Hernandez – Board Member
- Deborah Weir proxy Fernando Macias - Board Member
- Leeann DeMouche proxy Barbara Bencomo - Ex-Officio Member
- Mary Lou Ward - Ex-Officio Member

BOARD MEMBERS ABSENT:

- Kasandra Gandara - Vice-Chair

1. Call to Order & Pledge of Allegiance (9:00 a.m.): Chair Sanchez called the meeting to order.

2. Determination of Quorum: A quorum was determined to be present.

3. Acceptance of the Agenda: Motion by Board Member Schaljo-Hernandez, second by Board Member Corran. Motion passed.

4. Minutes

4.1 Approval of the Minutes from ASCMV Meeting October 26, 2023: Motion by Board Member Schaljo-Hernandez, second by Board Member Corran. Motion passed.

5. Reports/Presentations

5.1 CfPP Presentation: Michelle Corella, Director of SNAP presented a chart of the past 11 years' activity. This year's spay and neuter statistics look like they will be on par with 2019's numbers. In 2022 there were 1,401 animals neutered through SNAP. About 54% of those were from the County and dogs made up about 61% of the total. These percentages are fairly normal. Clients are qualified based on the HUD guidelines and family size. Current copay in the incorporated areas of the County is \$50 for a cat and \$75 for a dog. People living in unincorporated areas have no copay due to the contract with the County. Clients in the unincorporated areas also receive a voucher for a rabies vaccine and a microchip. The SNAP office is open Tuesday through Friday from 11:00 to 3:00 and clients may call, e-mail, or walk in. The clients answer a few questions to receive the appropriate application, then they fill in the application and provide documentation.

1 Once they qualify, the vouchers can be emailed or mailed. Most of the
2 veterinarians in Dona Ana County, the ASCMV, and even a veterinarian in
3 T or C and one in Deming participate in the program. SNAP reaches out to
4 the El Paso veterinarians to try to get them participate, but have not
5 succeeded yet. Once a month, the veterinarians return the vouchers
6 collected for services and SNAP pays them. The demand for vouchers
7 exceeds the ability of the veterinarians to keep up, so SNAP uses ASCMV
8 facilities or sends clients to T or C or Deming. Rachel Snow coordinates
9 these things. Grants are harder to come by and if there are no new grants
10 awarded, next year the vouchers may have to be rationed. Board Member
11 Corran wishes to have the City develop a similar program. PILT funds are
12 used to fund SNAP based on the health and safety components of the
13 program. Veterinarians are completely booked up all over the County and
14 so it is difficult to get more pets in for surgery. SNAP would be willing to
15 work with El Paso vets as well as New Mexico vets. SNAP has two bilingual
16 volunteers, which has really made a difference in the number of people
17 helped. Chair Sanchez hoped to have Ms. Corella attend a County
18 Commission meeting to discuss things in more detail soon.

19
20 **5.2 City and County ACO Reports - City and County Animal Control:** Brian
21 Hulseley reported on October 2023 with 286 reported stray animals; 237 were
22 picked up which included 67 cats and 170 dogs. There were 12 sick/injured
23 with five cats and seven dogs. There were 16 owner surrenders which were
24 all dogs. A four-year comparison showed that this year has been consistent
25 with other years. A four-year return to owner comparison was shown. This
26 October there were 12 animals field returned to owners. Additional animals
27 picked up were: No owner surrender cats, 16 owner surrender dogs, 12
28 sick/injured animals, 5 welfare hold animals, and no neglect cases. There
29 were four shelter quarantines and one home quarantine. There were two
30 dogs brought in for cases through the County. There are no dogs in live
31 evidence awaiting court. There were no rabies submissions. There were
32 26 diverted intakes. There were 404 education and the total calls was 760
33 for October 2023. The breakdown per district: District 1 had no cats and
34 12 dogs; District 2 had 22 cats and 14 dogs; District 3 had 8 cats and 28
35 dogs; District 4 was a hot spot for October and had 12 cats and 36 dogs;
36 District 5 had four cats and 34 dogs, possibly due to the recent ACES project
37 in that area increasing attention; District 6 had five cats and five dogs;
38 District 7, always a hot spot, had 16 cats and 41 dogs. Monthly comparison
39 for stray cats and dogs graphs were shown. Reasons for owner surrender:
40 One dog was just unable to be kept on the property and owners did not want
41 to get citations; two were from owners who could not take care of them;
42 three showed aggressive behavior; three would not stop fighting with each
43 other; three were sick/injured/old and one of those was a rattlesnake bite;
44 one attacked livestock; and three were from old/sick owners who surrendered
45 their animals. Statistics on whether owner surrendered animals would be

1 difficult for the Animal Control Department to keep. It would be better for
2 the ASCMV to maintain those numbers.

3
4 Janine Torres reported the City's numbers for October 2023. There were
5 467 stray calls; 240 gone on arrival; 227 apprehended; 188 were
6 impounded at ASCMV; 100 were dogs and 88 were cats. Successful field
7 RTO 39 animals and 12 were unsuccessful attempts to RTO and these
8 animals had to be impounded at the shelter. This made a total of 51
9 identifiable animals. Three-year stray call comparison shows 5,072
10 reported stray animals for the year. There was a total of 456 field Return to
11 Owners for 2023. The community cat program totals: This year ACOs
12 responded to 652 cat in trap calls with 115 released. Reasons for owner
13 surrendering animals: Three for aggression; three were sick and one of
14 those was a euthanasia request; three dogs keep escaping; three dogs'
15 owners were unable to care for any longer; three puppies the landlord did
16 not allow; two dogs for bites and one of these was a euthanasia request;
17 one dog could not afford; one dog too big for the owner to handle; one cat
18 for aggression; one dog fought with other pets; and one cat was sick and
19 owner could not afford the vet care. Reasons unable to field RTO: Six had
20 no contact by phone or at the residence; four out of town; one chip not
21 registered; one registered chip, owner rehomed the dog and new
22 information unknown. Peak Performance measures not previously
23 discussed: 10% reduction of stray animal bite responses; 10% reduction
24 in owner victim bite responses. Total calls for the month are 1,196 bringing
25 the year total to 11,903. ACOs attended the Alpha Learning School for
26 Trunk or Treat and there was a good turnout. The NACA Level I curriculum
27 topics were shown. Officer Torres learned quite a bit from the Dangerous
28 Dog course and would like to reduce the dangerous dog calls by educating
29 the public before the dogs become dangerous. The NACA Level II
30 curriculum topics were shown. A suggestion was made to change the Peak
31 Performance measures to emphasize education more, as the outcome
32 measures may suffer due to more educated people calling for ACO
33 intervention. The measures were determined by Supervisor Jimenez and
34 others eight years ago and the data has been maintained since then. He
35 acknowledged that the measures are very hard to meet and are used to
36 help determine where funding needs to be applied. Covid made the
37 measures easy to meet, with the people restricted to home and able to keep
38 better track of their pets. Now that the restrictions are released, pets are
39 getting loose more often and the pets are unsocialized and more likely to
40 bite. These increased bite statistics are not restricted to Las Cruces.
41 Education and training are important to get the bites reduced.

42
43 **5.3 Shelter Statistics/Activities:** Clint Thacker presented the numbers for
44 October 2023. Population at the Center as of two days ago was 449 with
45 380 dogs and 69 cats. Intake was 838 animals with 553 dogs, 261 cats,
46 and 24 other. Intake methods: Owner surrender 16.5%; 0.5% returns;

1 ACOs 53% or 445 animals. October returns after adoptions were no cats
2 and only four dogs. ASCMV staff tries to help the owners retain their dogs
3 with advice and support. The ASCMV has signed on with a new program
4 called Good Pup which provides one free week of obedience classes done
5 online. These classes are available 24 hours a day so owners can work
6 training into their own schedule easily. Mr. Thacker is excited to see if there
7 are good results. If the owner wishes to pay for more classes, they get a
8 discount and ASCMV will get a kickback from that. Diverted intakes were
9 134. Outcomes: 20% adopted; 11.5% reclaimed; rescues took 196
10 animals; live release rate was 61.7%. Mr. Thacker reported that APA is
11 currently on an intake freeze, so their November numbers will be very low.
12 Chili City Kitty at the mall has cats available for adoption and they have
13 been back for more cats already due to adoptions. Halo took 44 animals
14 and Big Mutt Network took 19. Mr. Thacker really appreciates any
15 organization that helps with cats, as they are the hardest to move.
16 Euthanasia reasons in October include space/medical as the number-one
17 reason since there is nowhere to house/hospitalize them;
18 medical/respiratory signs and no treatment; again, there is nowhere to
19 hospitalize them. The surgery team is doing an amazing job with 385
20 surgeries in October. The volunteers did 517 hours. The University of
21 Florida did reviews of the volunteers and 57 of 305 volunteers filled out the
22 survey. The results recently arrived and Mr. Thacker is looking forward to
23 going through them. There is no longer a Volunteer Coordinator at the
24 shelter, as she has gone on to bigger and better things. There is currently
25 an interim coordinator who was a volunteer. The job posting will go out
26 soon and she will apply along with every other candidate. Visitors were up
27 at over 1,600. Website views were 32,920. Facebook views were over
28 16,000. Henry was on there and he always gets more views than Mr.
29 Thacker.

30
31 On December 2, 6, 19, and 23 ASCMV will be out doing either tabling events
32 or adoptions. On December 2, 2023 will be Organ Mountains; Petco will be
33 on December 9, 2023; Farmers' Market on December 16, 2023; and
34 PetSmart on December 23, 2023. The Home for the Holidays event will run
35 from December 1, 2023 through December 31, 2023. The first 40 pets
36 adopted will be sponsored by Dona Ana County. Once 40 pets are adopted,
37 the rest of the pets are available for adoption for \$75. Potential pet parents
38 were reminded that all animals must be neutered before going home, so
39 sometimes they stay an extra day or two. Pets of the week are Xander and
40 Carla. Mr. Thacker felt that Councilor Corran's event at the new Center was
41 a huge success. The grand opening of the new center is scheduled for
42 December 7, 2023. Several former Board Members would also like to
43 attend and the Board was asked to let Mr. Thacker know if there are any
44 others that should be invited so he can get them on the list. Shelter
45 personnel have a conversation with prospective adopters to see if they are
46 prepared to be pet parents beforehand. Any returned animals give a

1 chance to find out about the animal's behavior and preferences to increase
2 the animal's chance of staying with a new adopter. The percentage of
3 holiday gift animals returned will be available in January. The ASCMV
4 website will be undergoing an update soon with Wilson Binkley. At the next
5 meeting Mr. Thacker will be collaborating with City and County Animal
6 Control to help align the Strategic Plans and improve everyone's ability to
7 help each other. The new building is now open for adoptions from 8:00 a.m.
8 to either 4:00 or 5:00 p.m. depending on the day of the week.
9

10 **5.4 Committee Reports**

11
12 **Finance - Barbara Bencomo, Committee Chair:** Leeann DeMouche was
13 not present at the last Finance Committee meeting, as she was busy taking
14 care of her new granddaughter in North Carolina. Michael Fushimi will be
15 presenting the financials at the next quarterly meeting. The financials for
16 October are attached to the Board Members' packets. So far everything is
17 doing fine and there are no concerns with revenues and expenditures.
18 There was further discussion of whether ASCMV may accept tax-deductible
19 donations and Mr. Thacker contacted the IRS to ask about it and they said
20 yes. There will be correspondence arriving sometime later to that effect.
21 There will also be documentation arriving that will allow the donation from
22 the Humane Society of Southern New Mexico to be deposited. Committee
23 meetings will be held in person from now on, both at Finance and at the
24 new Animal Services Center.
25

26 **Executive – Manuel Sanchez, Committee Chair:** Clint Thacker and Chair
27 Sanchez met to discuss things for this meeting. Mayor Pro Tem Gandara
28 did not attend. Mr. Thacker and Chair Sanchez discussed the van wrap
29 that will be up for discussion today, the CfPP presentation, the Strategic
30 Plan for the County and understanding how the ASCMV can help with the
31 goals in it, and the audit meeting notice.
32

33 **Facilities - Kasandra Gandara, Committee Chair:** Clint Thacker reported
34 that the meeting happened early in the month. The break room in the new
35 Center has a leak in the roof and they are looking into that. It is still under
36 warranty. Mr. Thacker has decided not to purchase the kennels that
37 originally arrived but were not the right size. If they are altered in any way,
38 the warranty would be voided, and so they were not purchased. They would
39 have to be altered to make them useful at all. It was also very cost
40 prohibitive, as it would be \$30,000 to purchase walls for the kennels. This
41 frees up funding to purchase other useful things, such as roofs for the
42 kennels. On the first day, there were two dogs that almost got out of the
43 kennels just by jumping out the top and since then, two other dogs have
44 escaped. Mr. Thacker has spoken to the contractor and he is researching
45 ways to fix that. Another thing that could be done is setting up a place for
46 employees to eat outside. There are also numerous small things that would

1 be useful that could be purchased. The plexiglass from the old kennels has
2 been repurposed as whiteboards in many areas. Staffing continues to be a
3 challenge. The new dishwasher is installed and just waiting on soap from
4 Ecolab. The old dishwasher will continue in use until the new one is running.
5 The Wi-Fi is up and running in the new center as well.
6

7 **6. ACTION ITEMS:**

8
9 **6.1 A Resolution to accept a \$2,000 donation for the purchase of a wrap
10 for the new ASCMV transport van, and to adjust the adopted FY24
11 budget:**
12

13 Board Member Corran moved to approve, seconded by Board Member
14 Schaljo-Hernandez. Motion passed unanimously.
15

16 Clint Thacker reported that the wrap has already been done on the new
17 Mercedes van that was donated to the ASCMV. The same individuals
18 donated both van and wrap, and wish to remain anonymous. Mr. Thacker
19 thanked those individuals.
20

21 **7. PUBLIC INPUT:** There was none.
22

23 **8. CHAIR AND BOARD COMMENTS:**

24
25 Board Member Corran thanked Clint Thacker for hosting her community
26 celebration a few weeks ago.
27

28 Chair Sanchez will look into what business will need to be discussed in December
29 and whether the meeting date will need to be moved. Mr. Thacker will also check
30 with Ms. Bencomo about when the new Board assignments and meeting schedule
31 dictated by the new JPA and MOU will start.
32

33 **9. Adjournment (10:15 p.m.)**

34
35 Board Member Schaljo-Hernandez moved to approve, second by Board Member
36 Corran. Motion passed.
37

38 **BOARD OF DIRECTORS**

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42 Manuel Sanchez, Chairperson

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46 Kasandra Gandara, Vice-Chair

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Becky Corran, Board Member

Yvonne Flores, Board Member

Fernando Macias, Board Member

Christopher Schaljo-Hernandez, Board Member

Barbara Bencomo, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

Animal Services Center of the Mesilla Valley
 Monthly Statistics Report-November 2023

		<i>Dogs</i>	<i>Cats</i>	<i>Rabbits</i>	<i>Reptiles</i>	<i>Pocket Pets</i>	<i>Avian E</i>	<i>Avian L, W</i>	<i>Livestock</i> <small>(horse, goat, sheep, pig, donkey)</small>	<i>Wildlife</i> <small>(skunk, bat, coyote, fox, raccoon)</small>	<i>Total</i>
INTAKE	City of Las Cruces										
	Owner Surrender	61	9			1					71
	Returned Adoptions	8	0								8
	Seized/Welfare Hold	17	2								19
	Strays (brought in by the public)	66	55								121
	Strays (brought in by Animal Control)	107	63	1							171
	Wildlife										0
	Subtotal City of Las Cruces	259	129	1	0	1	0	0	0	0	390
	Doña Ana County										
	Owner Surrender	41	5								46
	Returned Adoptions	1	0								1
	Seized/Welfare Hold	4	0								4
	Strays (brought in by the public)	37	31								68
	Strays (brought in by Animal Control)	167	44						2		213
	Wildlife										0
	Subtotal Doña Ana County	250	80	0	0	0	0	0	2	0	332
	Anthony, NM	21	0								21
	Hatch	1	0								1
	Mesilla	2	0					2			4
	Sunland Park	2	0								2
	WSMR	0	0								0
	Born In Care	0	0								0
	Community Cats										0
	Jurisdiction Unknown/Other										0
	Transfers In										0
	Total Intake	535	209	1	0	1	0	2	2	0	750

		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
OUTCOME	Admin Missing										
<i>(city and county)</i>	Foster-Escaped										0
	Foster-Lost Contact										0
	Foster-Stolen From										0
	FTA-Escaped										0
	FTA-Lost Contact										0
	FTA-Stolen From										0
	FTA-Gave Away										0
	Offsite-Missing										0
	Offsite-Stolen From										0
	Shelter-Escaped										0
	Shelter-Missing										0
	Shelter-Stolen From										0
	Subtotal Admin Missing	0	0	0	0	0	0	0	0	0	0
	Adoptions	98	50	2							150
	Expired in Shelter Care	1	0								1
	Expired in Foster Care	1	5								6
	DOA										0
	Return to Owner	95	11						2		108
	Transferred Out (Rescues)	71	14								85
	Community Cats (TNR)	0	74								74
	Wildlife Release										0
	Owner Request Euthanasia	75	4			1		3			83
	Euthanized										0
	Behavior - Aggressive - Dog	25	0								25
	Behavior - Aggressive - Other Animals										0
	Behavior - Aggressive - People	3	1								4
	Behavior - Feral	4	14								18
	Behavior - High Arousal Level	1	0								1
	Behavior - Problem Eliminator										0
	Behavior - Resources Guarding	1	0								1
	Behavior - Timid										0
	Behavior - Timid - Fear Biter	20	1								21
	Court Order										0
	Medical - Distemper Suspect - Resp/GI										0
	Medical - Distemper - Exposed										0
	Medical - Distemper - TX										0
	Medical - Distemper - Non TX	1	0								1
	Medical - Failure of Vital Function										0
	Medical - Failure To Thrive	7	1								8
	Medical - Felv										0
	Medical - FIV										0
	Medical - General	21	7								28
	Medical - Geriatric	3	0								3

		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
Medical - HW Positive - TX											0
Medical - HW Positive - Non TX											0
Medical - Mange - TX											0
Medical - Mange - Non TX											0
Medical - Mass											0
Medical - Neurological											0
Medical - Organ Failure											0
Medical - Parvo - Exposed											0
Medical - Parvo - TX											0
Medical - Parvo - Non TX		11	0								11
Medical - Pregnant											0
Medical - Prolapse											0
Medical - Respiratory Signs - TX											0
Medical - Respiratory Signs - Non TX		6	12								18
Medical - Ringworm		0	6								6
Offsite Euthanasia											0
Rabies Suspect - General		5	0								5
Rabies Suspect - Injured											0
Rabies Suspect - Sick/Symptomatic											0
Rabies Suspect - Wildlife											0
Severe Injuries - Animal Attack		0	1								1
Severe Injuries - General		2	4								6
Severe Injuries - Hit By Car		7	2								9
Space - Behavior		35	1								36
Space - General		5	0								5
Space - Medical		58	0								58
Wildlife - Nuisance											0
Subtotal Euthanized		215	50	0	0	0	0	0	0	0	265
Euthanasia Rate		40.2%	23.9%	na	na	na	na	na	na	na	35.3%
Total Outcome		556	208	2	0	1	0	3	2	0	772

Grand Total	Intake*	535	209	1	0	1	0	2	2	0	750
	Outcome*	556	208	2	0	1	0	3	2	0	772
Statistics	Live Release Rate	55.1%	74.9%	100.0%	na	#DIV/0!	na	#DIV/0!	100.0%	na	61.1%
	Euthanized, Expired in Care, DOA	217	55	0	0	0	0	0	0	0	272
	Average Intake/day	17.3	6.7	0.0	0.0	0.0	0.0	0.1	0.1	0.0	24.2
	Average Outcome/day	17.9	6.7	0.1	0.0	0.0	0.0	0.1	0.1	0.0	24.9
	Average Euthanizations/day	6.9	1.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.5
	Average RTO/day	3.1	0.4	0.0	0.0	0.0	0.0	0.0	0.1	0.0	3.5
	Average Adoptions/day	3.2	1.6	0.1	0.0	0.0	0.0	0.0	0.0	0.0	4.8

**ASCMV Website Page Views -- 33,420

**ASCMV Facebook Page Views -- 15,691

**ASCMV Instagram -- 39,155 people reached; 245,031 impressions; 153 ad clicks

**ASCMV Snapchat -- swipe ups N/A



MEMORANDUM

To: Animal Services Center of Mesilla Valley Board of Supervisors

From: Josie Treviño, Comptroller

Initials: JT

Date: November 13, 2023

Subject: Animal Service Center of the Mesilla Valley (ASCMV)
Financial Report for October 31, 2023 – Unaudited

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

- The Statement of Net Position (page 1) reported cash of \$1,425,771 in the General Fund. Total assets were \$1,431,021. Accrued payroll liabilities ended at \$115,987. Total liabilities were \$424,117. The unassigned fund balance was \$1,006,904.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$1,896,169 which is 40.7% of budget. YTD operating expenditures were \$1,109,780 which is 23.4% of budget. The operating income for the period was \$786,389.
- Operating revenues were at 40.7% of budget due to the first contributions from the City and the County as stated in the JPA. Revenues that did not meet the budget target of 33.3% included vaccinations, pet micro-chip, return to owner-DAC, return to owner-CLC, spay/neuter, donations & memorial and Animal Shelter Services.
- Due to annual renewal, insurance was at 37.5% of budget. All other expenditures were below the 33.3% budget parameter.
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

cc: Maria Sanchez, Accounting Supervisor
cc: Veronica Ulloa, Accountant I

Initials: MS
MS
Initials: VU
VU

Agenda Item #5.4.

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

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 1,425,771	\$ 28,012	\$ -	\$ 1,453,783
Accounts receivable	5,250	-	-	5,250
Total Current Assets	<u>1,431,021</u>	<u>28,012</u>	<u>-</u>	<u>1,459,033</u>
Capital Assets				
Equipment, net of accum depr	-	-	318,456	318,456
Total Capital Assets	<u>-</u>	<u>-</u>	<u>318,456</u>	<u>318,456</u>
Total Assets	<u>1,431,021</u>	<u>28,012</u>	<u>318,456</u>	<u>1,777,489</u>
Liabilities				
Current Liabilities				
Accounts payable	(6,605)	-	-	(6,605)
Accrued wages payable	97,049	-	-	97,049
Accrued payroll liabilities	115,987	-	-	115,987
Revenue collected in advance	217,686	-	-	217,686
Total Current Liabilities	<u>424,117</u>	<u>-</u>	<u>-</u>	<u>424,117</u>
Fund Balance				
Required reserve	-	-	-	-
Restricted	-	28,012	-	28,012
Unassigned	1,006,904	-	318,456	1,325,360
Total Fund Balance	<u>1,006,904</u>	<u>28,012</u>	<u>318,456</u>	<u>1,353,372</u>
Total Liabilities and Fund Balance	<u>\$ 1,431,021</u>	<u>\$ 28,012</u>	<u>\$ 318,456</u>	<u>\$ 1,777,489</u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended October 31, 2023 (Unaudited)**

	Budget	Actual	Actual/Bgt %
Revenues			
Vaccinations	53,010	10,681	20.1%
Pet micro-chip	30,292	5,335	17.6%
Onsite adoptions	90,000	37,770	42.0%
Return to owner-DAC	15,806	4,645	29.4%
Return to owner-CLC	25,792	8,314	32.2%
Spay/neuter	79,349	17,268	21.8%
Dona Ana County	2,048,154	886,292	43.3%
City of Las Cruces	2,048,184	886,305	43.3%
City of Anthony	6,000	3,300	55.0%
Donations & memorials	25,052	6,398	25.5%
Grant Revenue	211,787	-	0.0%
City of Sunland Park	2,858	1,750	61.2%
Village of Hatch	335	200	59.7%
Animal Shelter Services	12,407	3,680	29.7%
Other revenue	14,566	9,556	65.6%
Investment income	-	14,675	
Total revenues	4,663,592	1,896,169	40.7%
Expenditures			
Salary	2,443,091	646,936	26.5%
Benefits	888,155	219,902	24.8%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	34,214	2,764	8.1%
Services	623,900	126,060	20.2%
Supplies	471,376	75,143	15.9%
Insurance	73,273	27,486	37.5%
Other	43,638	11,489	26.3%
Capital outlay	142,641	-	0.0%
Total expenditures	4,745,288	1,109,780	23.4%
Net income (loss)	(81,696)	786,389	
Net change in Fund Balance	\$ (81,696)	786,389	
Beginning Fund Balance		220,515	
Ending Fund Balance		\$ 1,006,904	
BUDGET PARAMETER			33.3%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Executive Director
For the Period Ended October 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	122,513	39,328	32.1%
Benefits	57,568	17,743	30.8%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	500	54	10.8%
Supplies	3,125	20	0.6%
Insurance	-	-	0.0%
Other	2,238	1,285	57.4%
Capital outlay	142,641	-	0.0%
Total expenditures	328,585	58,429	17.8%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Medical Director
For the Period Ended October 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	654,019	153,697	23.5%
Benefits	232,914	54,131	23.2%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	88,900	8,630	9.7%
Supplies	192,945	23,861	12.4%
Insurance	-	-	0.0%
Other	14,000	4,778	34.1%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,182,778</u>	<u>245,098</u>	20.7%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Kennel Director
For the Period Ended October 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	1,075,357	284,214	26.4%
Benefits	368,646	87,366	23.7%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	34,214	2,764	8.1%
Services	110,500	1,920	1.7%
Supplies	178,436	41,837	23.4%
Insurance	-	-	0.0%
Other	26,200	4,487	17.1%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,818,353</u>	<u>422,588</u>	23.2%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Administrative Operations
For the Period Ended October 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	591,202	169,697	28.7%
Benefitis	229,027	60,662	26.5%
Repairs and maintenance	-	-	0.0%
Services	424,000	115,456	27.2%
Supplies	96,869	9,425	9.7%
Insurance	73,273	27,486	37.5%
Other	1,200	938	78.2%
Total expenditures	<u>1,415,571</u>	<u>383,664</u>	27.1%

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

	General Fund 7440						
	<u>Revised Budget</u>	<u>July 2023</u>	<u>August 2023</u>	<u>September 2023</u>	<u>October 2023</u>	<u>Total</u>	<u>Actual/Bgt %</u>
Revenues							
Vaccinations	53,010	1,014	1,140	1,291	7,236	10,681	20.1%
Pet micro-chip	30,292	855	975	1,195	2,310	5,335	17.6%
Onsite adoptions	90,000	7,180	6,230	11,715	12,645	37,770	42.0%
Return to owner-DAC	15,806	1,075	595	1,540	1,435	4,645	29.4%
Return to owner-CLC	25,792	2,545	1,957	2,042	1,770	8,314	32.2%
Spay/neuter	79,349	4,061	4,095	5,070	4,042	17,268	21.8%
Dona Ana County	2,048,154	450,594	145,233	145,233	145,233	886,292	43.3%
City of Las Cruces	2,048,184	450,600	145,235	145,235	145,235	886,305	43.3%
City of Anthony	6,000	-	-	-	3,300	3,300	55.0%
Donations & memorials	25,052	1,478	1,383	1,961	1,576	6,398	25.5%
Grant revenue	211,787	-	-	-	-	-	0.0%
City of Sunland Park	2,858	-	-	-	1,750	1,750	61.2%
Village of Hatch	335	-	-	-	200	200	59.7%
Animal Shelter Services	12,407	870	825	825	1,160	3,680	29.7%
Other revenue	14,566	1,288	1,470	2,300	4,498	9,556	65.6%
Investment income	-	2,748	3,739	3,647	4,541	14,675	0.0%
Total revenues	<u>4,663,592</u>	<u>924,308</u>	<u>312,876</u>	<u>322,053</u>	<u>336,931</u>	<u>1,896,169</u>	<u>40.7%</u>
Expenditures							
Salary	2,443,091	83,312	240,337	164,347	158,940	646,936	26.5%
Benefits	888,155	28,140	82,406	55,669	53,687	219,902	24.8%
Temp agency services	25,000	-	-	-	-	-	0.0%
Repairs and maintenance	34,214	-	24	142	2,597	2,764	8.1%
Services	623,900	26,019	25,385	34,236	40,421	126,060	20.2%
Supplies	471,376	-	21,612	36,670	16,860	75,143	15.9%
Insurance	73,273	7,916	12,494	-	7,076	27,486	37.5%
Other	43,638	687	2,609	5,399	2,792	11,489	26.3%
Depreciation	-	-	-	-	-	-	0.0%
Capital outlay	142,641	-	-	-	-	-	0.0%
Total expenditures	<u>4,745,288</u>	<u>146,074</u>	<u>384,867</u>	<u>296,463</u>	<u>282,373</u>	<u>1,109,780</u>	<u>23.4%</u>
Net Operating Income (Loss)	<u>(81,696)</u>	<u>778,235</u>	<u>(71,991)</u>	<u>25,590</u>	<u>54,558</u>	<u>786,389</u>	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of October 31, 2023**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7440	11944	Maddie's Pet Foster Care COVID Stimulus	\$ 10,000	9,841	\$ 159	Local Grant	Until Spent	Supports ASCMV Foster Care Efforts
7440	74223	Humane Society	\$ 2,400		2,400	Local Grant	Until Spent	
7440	Unassigned	Pet Smart Charities	\$ 1,000	-	\$ 1,000	Local Grant	Until Spent	
7440	74221	TNR Mobile Unit	\$ 150,000	1,014	\$ 148,986	Local Grant	6/30/2024	Grant funds restricted to purchase of a new spay/neuter mobile unit and a new TNR mobile are released to be used exclusively for the general support of ASCMV
7440	74224	McCune Foundation	\$ 2,500	-	\$ 2,500	Local Grant	Until Spent	SPONSOR 250 MICROCHIPS AT AN ASCMV LOW-COST PUBLIC PET VACCINATION/MICROCHIPPING CLINIC
7440	74230	PETCO LOVE AWO 2022	\$ 75,000	12,359	\$ 62,641	Local Grant	Until Spent	Petco Love 2022 Animal Welfare Organization (AWO) grant cycle award to be used for any lifesaving purpose.

Total \$ 217,686

Signature: 
Veronica Ulloa (Nov 13, 2023 17:17 MST)

Email: veulloa@lascruces.gov

Signature: *Maria Sanchez*
Maria Sanchez (Nov 13, 2023 17:19 MST)

Email: msanchez@las-cruces.org










ASCMV New Transmittal FY24-October 2023

Final Audit Report

2023-11-14

Created:	2023-11-14
By:	Veronica Ulloa (veulloa@lascruces.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAy5tKOupDb4v9SadhTdaX6hJr2n5SaKZQ

"ASCMV New Transmittal FY24-October 2023" History

-  Document created by Veronica Ulloa (veulloa@lascruces.gov)
2023-11-14 - 0:16:47 AM GMT
-  Document e-signed by Veronica Ulloa (veulloa@lascruces.gov)
Signature Date: 2023-11-14 - 0:17:55 AM GMT - Time Source: server
-  Document emailed to Maria Sanchez (msanchez@las-cruces.org) for signature
2023-11-14 - 0:17:56 AM GMT
-  Email viewed by Maria Sanchez (msanchez@las-cruces.org)
2023-11-14 - 0:18:04 AM GMT
-  Document e-signed by Maria Sanchez (msanchez@las-cruces.org)
Signature Date: 2023-11-14 - 0:19:18 AM GMT - Time Source: server
-  Document emailed to Josie Trevino (jotrevino@las-cruces.org) for approval
2023-11-14 - 0:19:20 AM GMT
-  Email viewed by Josie Trevino (jotrevino@las-cruces.org)
2023-11-14 - 2:59:57 PM GMT
-  Document approved by Josie Trevino (jotrevino@las-cruces.org)
Approval Date: 2023-11-14 - 3:26:02 PM GMT - Time Source: server
-  Agreement completed.
2023-11-14 - 3:26:02 PM GMT



2023-16

Type of Action:

- Resolution
- Ordinance
- TIDD Resolution

ASCMV Action and Executive Summary

District:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> N/A		
1st Reading:	December 21, 2023	Adopted:	
Drafter:	Bernice Navarro	Department:	Administration
Program:	Line of Business:		
Title:	A RESOLUTION APPROVING THE 2024 HOLIDAY/CLOSURE SCHEDULE FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY.		

TYPE OF ACTION: Administrative Legislative Quasi-Judicial

PURPOSE(S) OF ACTION:

To approve the holidays and floating holidays to be observed by the ASCMV for 2024.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On an annual basis, the ASCMV is required to pass a resolution establishing the days that the center will be closed for the upcoming calendar year. The ASCMV is closed for the majority of the same holidays that the City of Las Cruces is closed, with some exceptions. The City observes an extra day for the holidays of Thanksgiving and Christmas. Because the center cares for live animals, it is difficult to be closed for 2 or more consecutive days. Therefore this resolution establishes the closure for regular holidays, plus 2 floating holidays.

SUPPORT INFORMATION:

[Resolution 2023-16 Exhibit A](#)

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

- Yes
- No

Does this action amend the Capital Improvement Plan (CIP)?

- Yes
- No

Does this action align with Elevate Las Cruces?

- Yes
- No

Agenda Item #6.1.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution and adopt the holidays/floating holidays closures for 2024.
2. Vote "No"; this will decline accepting the holidays/floating holidays closures for 2024.
3. Vote to "Amend"; this will require direction from the ASCMV Board to staff.
4. Vote to "Table"; this could delay approved closure dates and will require direction from the ASCMV Board to staff.

RESOLUTION 2023-16

A RESOLUTION APPROVING THE 2024 HOLIDAY/CLOSURE SCHEDULE FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY.

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

WHEREAS, the ASCMV deems it necessary to establish a Holiday/Closure schedule for the 2024 calendar year to be observed by the Animal Services 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 Board of Directors of the Animal Services Center of the Mesilla Valley:

(I)

THAT the ASCMV 2024 Holiday/Closure schedule is approved as shown in Exhibit "A" hereto attached.

(II)

THAT in the event the services of any Animal Services 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.

(III)

THAT ASCMV staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

Agenda Item #6.1.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

ASCMV 2024 HOLIDAY/CLOSURE SCHEDULE

January 1, 2024 through December 31, 2024

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
New Year's Day	Monday, January 1, 2024	Closed
Martin Luther King Jr. Day	Monday, January 15, 2024	Closed
President's Day	Monday, February 19, 2024	Closed
Easter	Sunday, March 31, 2024	Closed
Memorial Day	Monday, May 27, 2024	Closed
Juneteenth Independence Day	Wednesday, June 19, 2024	Closed
Independence Day	Thursday, July 4, 2024	Closed
Labor Day	Monday, September 2, 2024	Closed
Indigenous Peoples' Day	Monday, October 14, 2024	Closed
Veterans Day	Monday, November 11, 2024	Closed
Thanksgiving Day	Thursday, November 28, 2024	Closed
Christmas Day	Wednesday, December 25, 2024	Closed

FLOATING HOLIDAYS

2-8 hour days for full time employees

2-4 hour days for part time employees

Thanksgiving Holiday	Friday, November 29, 2024	Open
Winter Holiday	Tuesday, December 24, 2024	Open





2023-17

Type of Action:

Resolution

Ordinance

TIDD Resolution

ASCMV Action and Executive Summary

District:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> N/A
1st Reading:	December 21, 2023			Adopted:			
Drafter:	Bernice Navarro			Department:		Administration	
Program:	Line of Business:						
Title:	A RESOLUTION PROVIDING FOR DETERMINATION OF REASONABLE NOTICE OF MEETINGS AND MEETING DATE OF THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS						

TYPE OF ACTION: Administrative Legislative Quasi-Judicial

PURPOSE(S) OF ACTION:

To approve reasonable notice requirements for the Animal Services Center of the Mesilla Valley Board of Directors regular meetings.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On an annual basis, the ASCMV Board of Directors is required to pass a resolution to determine reasonable notice of meetings of the ASCMV Board of Directors.

This resolution provides the same requirements as previously adopted and includes an amendment passed by House Bill 21 that requires final agendas be available 72 hours prior to a meeting, except in the case of an emergency. Procedures for posting notices of regularly scheduled open meetings, closed meetings, work sessions, special meetings, and emergency meetings are covered in this resolution.

SUPPORT INFORMATION:

[Resolution 2023-17 Exhibit A](#)

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

Yes

No

Does this action amend the Capital Improvement Plan (CIP)?

Yes

No

Does this action align with Elevate Las Cruces?

Yes

Agenda Item #6.2.

No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the resolution and adopt the reasonable notice requirements for 2024.
2. Vote "No"; this is not an option.
3. Vote to "Amend"; this will require direction from the ASCMV Board to staff.
4. Vote to "Table"; this could delay the implementation of the ASCMV's required reasonable notice for 2024 and will require direction from the ASCMV Board to staff.

RESOLUTION 2023-17

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

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

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 has been given; 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 Services Center of the Mesilla Valley to determine annually what constitutes reasonable notice of its public meetings; and

WHEREAS, Section 10-15-1(F) also requires that agendas be posted on the public body's website within the specified time periods if a website is maintained.

NOW, THEREFORE, Be it Resolved by the Board of Directors of the Animal Services Center of the Mesilla Valley:

(I)

THAT 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.

(II)

THAT unless otherwise specified, regular meetings shall be held each month on the fourth Thursday of the month as referenced in exhibit "A". 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.

(III)

THAT 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.

(IV)

THAT 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 Services 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.

(V)

THAT 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, the Doña Ana County Clerks Office and on the ASCMV's website.

(VI)

THAT 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, the Doña Ana County Clerks Office and on the ASCMV's website.

(VII)

THAT 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.

(VIII)

THAT the Board of Directors of the Animal Services 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 Services 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 Services 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 Services Center of the Mesilla Valley in an open public meeting.

(IX)

THAT ASCMV staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS



2024 Regular ASCMV Board of Directors Meeting Schedule

- Thursday, January 25, 2024
- Thursday, February 22, 2024
- Thursday, March 28, 2024
- Thursday, April 25, 2024
- Thursday, May 23, 2024
- Thursday, June 27, 2024
- Thursday, July 25, 2024
- Thursday, August 22, 2024
- Thursday, September 26, 2024
- Thursday, October 24, 2024
- Thursday, November 21, 2024
- Thursday, December 19, 2024