



## ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS MEETING

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Wednesday, December 15<sup>th</sup>, 2021 at 8:30am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

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

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

### **AGENDA**

- I. Call to Order & Pledge of Allegiance
- II. Determination of a Quorum
- III. Changes to Agenda and Approval of Agenda
- IV. Reading of Closed Meeting Statement for November 29<sup>th</sup>, 2021.
- V. Minutes
  - a. Approval of the Minutes from the regular ASCMV Board Meeting held November 29<sup>th</sup>, 2021.
- VI. Reports/Presentations
  - a. CfPP Presentation
  - b. City and County ACO Reports – City Animal Control and County Animal Control
  - c. Shelter Statistics/Activities – Clint Thacker
  - d. Committee Reports
    1. Finance – Eric Enriquez, Committee Chair
    2. Executive – Manuel Sanchez, Committee Chair
    3. Facilities – Kasandra Gandara, Committee Chair
- VII. Action Items
  - a. Resolution 2021-09: Wage Increase for ASCMV Personnel
  - b. Resolution 2021-10: Reasonable Notice of Meetings for 2022
  - c. Resolution 2021-11: Adoption of ASCMV 2022 Holiday/Closure Calendar
- VIII. Public Input
- IX. Chair and Board Comments
- X. Adjournment

**Next Meeting: Thursday, January 27<sup>th</sup>, 2022 at 9:00 am.**

If You Need an Accommodation for a Disability to Enable You to Fully Participate in this Event Please Contact Us 48 Hours Before the Event at [382-0018/v](tel:382-0018) or [541-2128/tty](tel:541-2128). Posted Dated: December 10<sup>th</sup>, 2021.



**ASCMV.org**

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

1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2  
3 **November 29, 2021, at 9:00 a.m.**

4  
5  
6 **BOARD MEMBERS PRESENT:**

7 Manuel Sanchez - Chairman  
8 Tessa Abeyta-Stuve – Vice-Chair  
9 Chuck McMahon - Ex-Officio Member  
10 Kasandra Gandara - Board Member  
11 Lynn Ellins – Board Member  
12 Yvonne Flores - Board Member

13  
14 **BOARD MEMBERS ABSENT:**

15 Diana Murillo-Trujillo- Board Member  
16 Eric Enriquez - Ex-Officio Member

17  
18 **I. Call to Order & Pledge of Allegiance (9:05 a.m.):** Chair Sanchez called the  
19 meeting to order.

20  
21 **II. Determination of Quorum:** Quorum was determined to be met.

22  
23 **III. Changes to Agenda and Approval of Agenda:** Motion by Board Member  
24 Gandara, second by Vice-Chair Abeyta-Stuve. Motion passed.

25  
26 **IV. Minutes**

27  
28 **A. Approval of the Minutes from the regular ASCMV Work Session held**  
29 **October 14, 2021:** Motion by Board Member Ellins, second by Vice-Chair  
30 Abeyta-Stuve. Motion passed.

31  
32 **B. Approval of the Minutes from the regular ASCMV Board Meeting held**  
33 **October 28, 2021:** Motion by Board Member Ellins, second by Board  
34 Member Flores. Motion passed.

35  
36 **V. Reports/Presentations**

37  
38 **A. CfPP Presentation:** Clint Thacker stated that the December meeting will  
39 happen at a different time; it will be at 8:00 a.m. on December 15th. Susan  
40 Kruger from SNAP gave the presentation. SNAP is a spay and neuter  
41 program for cats and dogs for low income owners living in the incorporated  
42 and un-incorporated areas of Doña Ana County. SNAP began in 1998 as  
43 an educational non-profit under the name of Spay and Neuter Awareness  
44 Program. The history of SNAP was given.

1 There is continuous community outreach through social media and posting  
2 flyers. There are three ways to join the SNAP program: through Doña Ana  
3 County as SNAP has a contract with them to provide spay and neuter  
4 services for pets of residents living in rural areas, through a voucher  
5 program from local veterinarians, and receiving a voucher to be redeemed  
6 at a veterinarian clinic. The voucher redemption rate was 90% to 95% when  
7 SNAP was fully operational. There is also a SNAP mobile clinic which  
8 provides spay and neuter in a surgical van; pets' recovery takes place in  
9 SNAP's office. Those clinics were held monthly and had 10 to 12 cats in  
10 the morning with 13 to 15 dogs in the afternoon.

11  
12 SNAP partners with other animal action groups on fundraising events as  
13 well as give clients referrals. There was discussion on COVID effect on  
14 veterinarians. To stay connected with clients SNAP used automated  
15 answering systems. SNAP reopened in August. Examples of advertising  
16 was shown. Statistics of spay and neuter by year was given; normally  
17 roughly 1,200 to 1,400 are tracked. In 2019 that number went up due to the  
18 Doña Ana County contract as well as other grants and funds that allowed  
19 them to spay and neuter more. There was discussion on how operational  
20 SNAP is right now; still not fully operational as per COVID mandates.

21  
22 **B. City and County ACO Reports - City and County Animal Control:** Mary  
23 Lou Ward from County ACO gave the report to include 281 reported strays  
24 of which 126 were picked up; 55 cats and 71 dogs. There were 25 sick or  
25 injured animals; 11 cats and 14 dogs. There were seven owner release  
26 animals: one cat and six dogs. A four year comparison chart of reported  
27 strays was shown. A four year comparison chart of field return to owner  
28 was shown.

29  
30 Additional animals picked up included three welfare holds, eight shelter  
31 quarantines, and four home quarantines; the court hold facility is undergoing  
32 some renovations. A slide of the Geo Districts was shown. District 1 had  
33 two, both dogs; District 2 had 29, 15 cats and 14 dogs; District 3 had 22, 11  
34 cats and 11 dogs; District 4 had 23, 10 cats and 13 dogs; District 5 had 15,  
35 one cat and 14 dogs; District 6 had 10, five cats and five dogs; and District  
36 7 had 25, 13 cats and 12 dogs picked up. A graph was shown of the stray  
37 cats picked up by District. The reasons for the owner release animals  
38 included four aggressive, one dangerous, and two unable to care for the  
39 animal.

40  
41 There was discussion of District Three calls for coyotes or other animals  
42 mistaken for dogs. Those calls are sent to the wildlife people; a report is  
43 given every three months. If the animal becomes a nuisance or is a safety  
44 issue they will relocate them. There was discussion on District Two. Mary  
45 Lou Ward was congratulated for her promotion.

1 Animal Officer Sal Aguirre from City ACO gave their report to include 462  
2 stray animal calls; 233 were gone on arrival and 229 were apprehended.  
3 185 were impounded at the ASCMV; 67 dogs and 118 cats. There were 44  
4 successful field return with 20 unsuccessful for a total of 64 identifiable stray  
5 animals. A three year comparison chart of stray animal calls was shown.  
6 A three year comparison chart of field RTO was shown; slight increase.  
7 There were 15 owner release animals. Reasons for owner release included  
8 two dogs for aggression, one animal were unable to be kept confined, one  
9 dog aggressive toward owner, one dog the owner didn't have time for the  
10 animal, two dogs the owner was unable to care for, three involved in a bite,  
11 four dogs where their owner moved and could not care for them, and one  
12 dog was aggressive.

13  
14 The reasons of being unable to field RTO include 12 had no contact with  
15 the owner by phone or at the residence, two chips were not registered, two  
16 chips not up to date, one owner out of town, one owner was arrested with  
17 no one else at home, one lived in Alamogordo who would pick it up the next  
18 day, and one stated the dog did not belong to her.

19  
20 **C. Shelter Statistics/Activities:** Clint Thacker gave the ASCMV Executive  
21 Director's report. The current animal count is 508. Total intake is 651;  
22 included 308 dogs and 339 cats. A slide was shown of the animals  
23 transferred to rescues; total is 174. The Center is no longer partnering with  
24 New Hope Rescue Inc.; lots of sickness going on and are under  
25 investigation with Colorado. New partners include the Helen Woodward  
26 Animal Center in California; discussing meeting halfway or flying animals.  
27 Mr. Thacker thanked all the local rescues.

28  
29 There were five returns of dogs and zero cats; reason for dog returns  
30 included behavior problems and lifestyle changes; help and education are  
31 given to the owners prior to returning. Adoption percentage was 20.5%.  
32 Reclaims are at 10%; rescues are at 26.7%; community cats are at 22%;  
33 euthanasia was 29.3% but what a lower number. The total is a 73.2% live  
34 release rate. Euthanasia reasons for dogs were mainly due to medical,  
35 respiratory signs, treatments that didn't work, and aggressive behavior.  
36 Euthanasia reasons for cats were mainly due to medical failure to thrive.  
37 There are currently 102 active volunteers with 546 total hours for October.  
38 Total volunteers in October was 678.

39  
40 Adoption appointments kept were 90%; 163 total appointments with 60%  
41 finalized adoptions. The website page views were 32,316; not original  
42 views but every time you look at a page. Facebook views were at the  
43 highest amount it's been. Instagram had 474 clicks on the ad. Snapchat  
44 had 389 clicks on the ad. The pets of the week are Zazu the cat and Keda  
45 the dog. There was discussion on the definition of euthanasia reason space  
46 medical; if animal is not responding to treatments or is past that and a new

1 animal needs to be brought in a euthanasia decision must be made. There  
2 was discussion on current medical issues with the animals. There was  
3 discussion on additional space with the new Center. There was discussion  
4 of staffing the new facility.  
5

6 **D. Committee Reports**  
7

8 1. **Finance - Eric Enriquez, Committee Chair:** Maria Sanchez gave  
9 the financial report. The unaudited financial statements as of October  
10 31, 2021, included General Fund cash of \$1,300,000.00 and  
11 receivables of \$319,000.00. Liabilities were roughly \$57,000.00 with  
12 revenues collected in advance of almost \$200,000.00; this left an  
13 unassigned fund balance of roughly \$1,400,000.00. Change in net  
14 position for all funds included General Fund total revenues exceeded  
15 expenditures by roughly \$540,000.00.  
16

17 Total revenues are at 39.5% of budget; total expenditures are at  
18 25.3% of budget. All other expenditures were at 62.5% mainly due to  
19 insurance premium payments and temp agency services. Budget  
20 parameter for October was 33.3%. Total revenues were at roughly  
21 \$262,000.00 and total expenditures were roughly \$287,000.00.  
22 Percentage of total expenditures was shown; included 69% personnel  
23 and 17% services. There was discussion on whether personnel  
24 includes benefits; perhaps break out the benefits to have a better  
25 understanding of what is salary and what is benefits.  
26

27 There was discussion on temp services; the amount is decreasing as  
28 they hire more people. The temps apply for jobs as they open and if  
29 they are hired it is easy to onboard them. There was discussion on  
30 the vacancy rate; roughly 21%. There was discussion as to why the  
31 hiring process isn't moving forward; invite the HR director to the next  
32 meeting for discussion. There was discussion on how many people  
33 are applying; not many. There was discussion on salary. There was  
34 a suggestion to add information regarding vacancy hiring information  
35 in the Shelter Statistics.  
36

37 2. **Executive – Manuel Sanchez, Committee Chair:** Vice-Chair  
38 Abeyta-Stuve would like to extend an invitation to County and City  
39 management.  
40

41 3. **Facilities - Kasandra Gandara, Committee Chair:** Board Member  
42 Gandara gave the presentation. The concrete slab for the new center  
43 was poured. Vacancy issues were discussed. There was discussion  
44 of opening up the Shelter a bit more. Walls are now going up on the  
45 new Shelter. Another portion of the current Shelter was lost due to  
46 the construction; entrance by Mr. Thacker's office.

1  
2 **VI. DISCUSSION ITEMS**  
3

4 **A. ASCMV Public Walk-Ins:** Mr. Thacker gave the presentation. Many  
5 people have commented on how it seems the Center is closed. History of  
6 the changes due to the pandemic was given. An explanation of how the  
7 animals were brought in was given. New public hours will include every  
8 Friday and Saturday the Shelter will be open to the public from 1:00 p.m. to  
9 3:00 p.m.; this will be posted after the Board meeting. The public will also  
10 be allowed in the SPR kennel. There was discussion on how many  
11 adoptable animals are in each room; 18 kennels with two dogs per kennel.  
12

13 There was discussion as to the issues with having open kennels; people  
14 tend to touch the animals and disease can spread after a couple people go  
15 in. COVID requirements are masks worn at all times, hand sanitizing or  
16 washing is currently in place, and doorknobs are wiped down in high traffic  
17 areas, no vaccine requirements. There was discussion on the cat kennels.  
18 There was discussion on where the public will be allowed; start open but  
19 may be reduced if COVID cases begin to happen. There was discussion  
20 on the staff and volunteers; volunteers sign a waiver when they volunteer.  
21

22 There was discussion on COVID testing; there are no requirements but it is  
23 recommended for it to begin. There was discussion on mandatory testing  
24 and paying people to come do the test on a scheduled time. There was  
25 discussion on who pays for the testing. There was a suggestion to suggest  
26 people show vaccination status. There was discussion of using additional  
27 kennels for public viewing; animals in a certain area are not available for  
28 adoption until they are processed in.  
29

30 **VII. ACTION ITEM**  
31

32 **A. Resolution 2021-08: Accept the \$40,000 Best Friends Animal Society**  
33 **Program Support Grant:** Elaine Simon gave the presentation. This grant  
34 is for a Community Coordinator; will have specific mandates and tasks. This  
35 will allow for the Shelter to reach out into the community in a pro-active way.  
36 A history was given of how this position came about.  
37

38 The Community Coordinator will actively work with managers in  
39 communities to work with residents and get the privately owned dogs and  
40 cats micro-chipped, spay or neutered, and vaccinated. They will also work  
41 to TNR the community cats in the area. The metric for the grant include  
42 519 cats receiving lifesaving services; micro-chip, vaccine, or spay and  
43 neuter. There was discussion on where the Community Coordinator will go;  
44 not only mobile home parks but hot spot areas for animals. There was  
45 discussion on the position, time limited. There was discussion on whether

1 the grant is renewable; it is unknown if it will be renewed. The time frame  
2 is roughly a year.

3  
4 There was discussion on who the person will report to. The coordinator will  
5 be responsible of the statistics and working with the community. There was  
6 discussion on where the person would work, at the Shelter or contractor.  
7 The person will not receive a workstation or office but may need to utilize  
8 the Shelter’s resources; Mr. Thacker will discuss it with the attorney.  
9

10 Board Member Gandara moved to approve Resolution 2021-08; Board  
11 Member Flores seconded. Motion passed.  
12

13 **B. Resolution 2021-09: Wage Increase for ASCMV Personnel:** Clint  
14 Thacker requested the resolution be tabled until December 15th meeting.  
15 More facts are needed; specifically the 80/20 split impacting ASCMV.  
16 Board Member Flores moved to table; Board Member Ellins seconded.  
17 Motion passed.  
18

19 **VIII. PUBLIC INPUT:** There was none.  
20

21 **IX. CHAIR AND BOARD COMMENTS:** Board Member Ellins showed surprise for no  
22 public input on the public walk-in issue. There was discussion on the walk-ins  
23 compromise.  
24

25 **X. Adjournment (11:06 a.m.)**  
26

27 **BOARD OF DIRECTORS**  
28

29  
30 \_\_\_\_\_  
31 Manuel Sanchez, Chairperson  
32

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34 \_\_\_\_\_  
35 Tessa Abeyta-Stuve, Vice-Chair  
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39 Yvonne Flores, Board Member  
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43 Kasandra Gandara, Board Member  
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46 \_\_\_\_\_  
Diana Murillo-Trujillo, Board Member

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Lynn Ellins, Board Member

ATTEST:

\_\_\_\_\_  
Amanda Lopez Askin, County Clerk



## MEMORANDUM

**To:** Animal Service Center of the Mesilla Valley Board of Supervisors  
**From:** Josie Trevino, Accounting Manager **Initials:**  
**Date:** December 13, 2021  
**Subject:** Animal Service Center of the Mesilla Valley Unaudited Financial Report for November 30, 2021.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended November 30, 2021. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$1,579,275 in the General Fund. Total assets were \$1,682,093. Accrued payroll liabilities ended at \$56,471. Total liabilities were \$286,340. The unassigned fund balance was \$1,395,753.
- The Capital Projects Fund reported restricted fund balance of \$29,798. \$28,000 is due to a transfer from the General Fund in fiscal year 2020; \$1,798 was the balance remaining for the Stern Cat Room Donation
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$1,758,787 which is 46.3% of budget. YTD operating expenditures were \$1,190,154 which is 31.3% of budget. The operating income for the period is \$568,633.
- All expenditures were below the budget parameter of 41.6% except Insurance which is at 71.8% due to prepayment of premiums, Temp Agency Services which is at 81.2% due to increased staffing needs.
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

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

**Initials:**  
**Initials:**

**Animal Service Center of the Mesilla Valley  
Statement of Net Position  
November 30, 2021 (Unaudited)**

	<u>Fund 7440 General Fund</u>	<u>Fund 7441 Capital Projects</u>	<u>Fund 9440 Capital Assets</u>	<u>Statement of Net Position</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & investments	\$ 1,579,275	\$ 29,798	\$ -	\$ 1,609,073
Accounts receivable	102,818	-	-	102,818
<b>Total Current Assets</b>	<u>1,682,093</u>	<u>29,798</u>	<u>-</u>	<u>1,711,891</u>
<b>Capital Assets</b>				
Equipment, net of accum depr	-	-	190,661	190,661
<b>Total Capital Assets</b>	<u>-</u>	<u>-</u>	<u>190,661</u>	<u>190,661</u>
<b>Total Assets</b>	<u>1,682,093</u>	<u>29,798</u>	<u>190,661</u>	<u>1,902,552</u>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable	-	-	-	-
Accrued payroll liabilities	56,471	-	-	56,471
Revenue collected in advance	229,869	-	-	229,869
<b>Total Current Liabilities</b>	<u>286,340</u>	<u>-</u>	<u>-</u>	<u>286,340</u>
<b>Fund Balance</b>				
Restricted	-	29,798	-	29,798
Unassigned	1,395,753	-	190,661	1,586,414
<b>Total Fund Balance</b>	<u>1,395,753</u>	<u>29,798</u>	<u>190,661</u>	<u>1,616,212</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,682,093</u>	<u>\$ 29,798</u>	<u>\$ 190,661</u>	<u>\$ 1,902,552</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, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Revenues</b>			
Pet licenses-CLC	\$ 40,669	\$ 3,548	8.7%
Pet licenses-DAC	14,389	4,023	28.0%
Vaccinations	53,010	24,020	45.3%
Pet micro-chip	30,292	9,785	32.3%
Onsite adoptions	90,000	41,654	46.3%
Return to owner-DAC	15,806	5,838	36.9%
Return to owner-CLC	25,792	8,766	34.0%
Spay/neuter	79,349	31,059	39.1%
Dona Ana County	1,450,000	730,273	50.4%
City of Las Cruces	1,750,000	881,364	50.4%
City of Anthony	6,000	-	0.0%
Donations & memorials	25,052	9,801	39.1%
Grant Revenue	197,519	-	0.0%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	20,973	9,596	45.8%
Investment income	-	(940)	100.0%
<b>Total revenues</b>	<b><u>3,802,044</u></b>	<b><u>1,758,787</u></b>	<b>46.3%</b>
<b>Expenditures</b>			
Salary	1,901,834	601,346	31.6%
Benefits	576,986	186,186	32.3%
Temp agency services	47,000	38,183	81.2%
Repairs and maintenance	26,488	6,451	24.4%
Services	771,732	194,779	25.2%
Supplies	302,939	88,057	29.1%
Insurance	50,508	36,259	71.8%
Other	40,826	15,162	37.1%
Capital outlay	83,731	23,731	28.3%
<b>Total expenditures</b>	<b><u>3,802,044</u></b>	<b><u>1,190,154</u></b>	<b>31.3%</b>
<b>Net change in Fund Balance</b>	<b><u>\$ -</u></b>	<b><u>568,633</u></b>	
<b>Beginning Fund Balance</b>		<u>827,120</u>	
<b>Ending Fund Balance</b>		<b><u>\$ 1,395,753</u></b>	

**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 November 30, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	123,593	45,378	36.7%
Benefits	53,612	20,449	38.1%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	500	49	9.7%
Supplies	3,125	1,429	45.7%
Insurance	-	-	0.0%
Other	6,938	-	0.0%
Capital outlay	-	-	0.0%
<b>Total expenditures</b>	<u><b>187,768</b></u>	<u><b>67,305</b></u>	<b>35.8%</b>

**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 November 30, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	570,262	157,098	27.5%
Benefits	153,663	38,303	24.9%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	311,869	49,578	15.9%
Supplies	38,642	1,851	4.8%
Insurance	-	-	0.0%
Other	16,500	3,889	23.6%
Capital outlay	-	-	0.0%
<b>Total expenditures</b>	<u><b>1,090,936</b></u>	<u><b>250,719</b></u>	<b>23.0%</b>

**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 November 30, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	700,471	252,976	36.1%
Benefits	215,152	73,809	34.3%
Temp agency services	75,000	38,183	50.9%
Repairs and maintenance	26,488	6,051	22.8%
Services	20,815	2,243	10.8%
Supplies	147,525	68,194	46.2%
Insurance	-	-	0.0%
Other	12,888	11,030	85.6%
Capital outlay	-	-	0.0%
<b>Total expenditures</b>	<u>1,198,339</u>	<u>452,487</u>	<b>37.8%</b>

**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 November 30, 2021 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Expenditures</b>			
Salary	479,508	145,895	30.4%
Benefitis	154,559	53,625	34.7%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	400	100.0%
Services	394,989	135,736	34.4%
Supplies	29,654	8,719	29.4%
Insurance	50,508	36,259	71.8%
Other	4,500	240	5.3%
Capital outlay	-	-	0.0%
<b>Total expenditures</b>	<u><b>1,113,718</b></u>	<u><b>380,874</b></u>	<b>34.2%</b>

**Animal Service Center of the Mesilla Valley**  
**Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance as of November 30, 2021 (Unaudited)**  
**General Fund**  
**7440**

	Revised Budget	July 2021	August 2021	September 2021	October 2021	November 2021	Total	Actual/Bgt %
<b>Revenues</b>								
Pet licenses-CLC	\$ 40,669	\$ 2,012	\$ 1,536	\$ -	\$ -	\$ -	\$ 3,548	8.7%
Pet licenses-DAC	14,389	892	1,069	593	758	711	4,023	28.0%
Vaccinations	53,010	1,775	11,490	1,525	7,840	1,390	24,020	45.3%
Pet micro-chip	30,292	1,105	3,365	720	3,270	1,325	9,785	32.3%
Onsite adoptions	90,000	6,920	8,785	2,295	11,504	12,150	41,654	46.3%
Return to owner-DAC	15,806	1,140	1,485	840	1,078	1,295	5,838	36.9%
Return to owner-CLC	25,792	2,443	1,508	1,210	1,650	1,955	8,766	34.0%
Spay/neuter	79,349	7,387	4,222	6,765	5,865	6,820	31,059	39.1%
Dona Ana County	1,450,000	319,000	102,818	102,818	102,819	102,818	730,273	50.4%
City of Las Cruces	1,750,000	385,000	124,091	124,091	124,091	124,091	881,364	50.4%
City of Anthony	6,000	-	-	-	-	-	-	0.0%
Donations & memorials	25,052	1,274	2,416	2,611	2,160	1,340	9,801	39.1%
Grant revenue	197,519	-	-	-	-	-	-	0.0%
City of Sunland Park	2,858	-	-	-	-	-	-	0.0%
Village of Hatch	335	-	-	-	-	-	-	0.0%
Other revenue	20,973	1,798	2,429	1,418	2,355	1,596	9,596	45.8%
Investment income	-	-	971	(580)	(1,331)	-	(940)	100.0%
<b>Total revenues</b>	<b>3,802,044</b>	<b>730,746</b>	<b>266,185</b>	<b>244,306</b>	<b>262,059</b>	<b>255,491</b>	<b>1,758,787</b>	<b>46.3%</b>
<b>Expenditures</b>								
Salary	1,901,834	70,883	114,530	182,127	117,381	116,425	601,346	31.6%
Benefits	576,986	21,296	35,581	55,539	36,754	37,016	186,186	32.3%
Temp agency services	47,000	-	-	13,877	11,467	12,839	38,183	81.2%
Repairs and maintenance	26,488	653	1,664	1,135	149	2,850	6,451	24.4%
Services	771,732	26,259	27,926	45,156	68,066	27,372	194,779	25.2%
Supplies	302,939	3,438	12,645	23,232	21,789	26,953	88,057	29.1%
Insurance	50,508	2,815	29,934	997	2,513	-	36,259	71.8%
Other	40,826	1,278	3,369	1,919	5,368	3,228	15,162	37.1%
Depreciation	250	-	-	-	-	-	-	0.0%
Capital outlay	83,731	-	-	-	23,731	-	23,731	28.3%
<b>Total expenditures</b>	<b>3,802,294</b>	<b>126,622</b>	<b>225,649</b>	<b>323,982</b>	<b>263,487</b>	<b>226,683</b>	<b>1,190,154</b>	<b>31.3%</b>
Net Operating Income (Loss)	(250)	604,124	40,536	(79,676)	(1,428)	28,808	568,633	
Transfers	-	-	-	-	-	-	-	
Net Change in Fund Balance	(250)	\$ 604,124	\$ 40,536	\$ (79,676)	\$ (1,428)	\$ 28,808	\$ 568,633	



**Animal Service Center of the Mesilla Valley  
Grants and Donations Schedule  
as of November 30, 2021**

<b>Fund</b>	<b>Project</b>	<b>Project Name</b>	<b>Award Amount</b>	<b>Life-to-Date Expenditures</b>	<b>Remaining Balance</b>	<b>Type</b>	<b>End Date</b>	<b>Purpose</b>
7440	11924	Best Friends Executive Leadership	\$ 5,000	1,249	\$ 3,751	Local Grant	Until Spent	To cover any expenses associated with the Best Friends Executive Leadership Program
7440	11943	Carroll Petrie Foundation	\$ 25,000	12,553	\$ 12,447	Local Grant	Until Spent	No stipulations
7440	11944	Maddie's Pet Foster Care COVID Stimulus	\$ 10,000	3,888	\$ 6,112	Local Grant	Until Spent	Supports ASCMV Foster Care Efforts
7441	11627	Stern Donation	\$ 50,000	48,202	\$ 1,798	Donation	Upon completion	The Kern donation provides funding strictly for costs associated with the renovation of the cat room.
7440	12049	Carroll Petrie Foundation	\$ 150,000	26,302	\$ 123,698	Local Grant	Until Spent	For general operating Support
7440	Unassigned	Best Friends Animal Society	\$ 20,000	-	\$ 20,000	Local Grant	Until Spent	
7440	Unassigned	Pet Smart Charities	\$ 1,000	-	\$ 1,000	Local Grant	Until Spent	

# Animal Services Center of the Mesilla Valley

Monthly Statistics Report-November 2021

<b>INTAKE</b>	<b>Dogs</b>	<b>Cats</b>	<b>Rabbits</b>	<b>Reptiles</b>	<b>Pocket Pets</b>	<b>Avian E</b>	<b>Avian L, W</b>	<b>Livestock</b> (horse, goat, sheep, pig, donkey)	<b>Wildlife</b> (skunk, bat, coyote, fox, raccoon)	<b>Total</b>
<b>City of Las Cruces</b>										
Owner Surrender	50	13								65
Returned Adoptions	1	2								3
Seized/Welfare Hold	9	0								9
Strays (brought in by the public)	43	58								101
Strays (brought in by Animal Control)	75	103	1							179
Wildlife										0
<b>Subtotal City of Las Cruces</b>	<b>178</b>	<b>176</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>357</b>
<b>Doña Ana County</b>										
Owner Surrender	22	7								29
Returned Adoptions	1	0								1
Seized/Welfare Hold	8	0								8
Strays (brought in by the public)	14	46								60
Strays (brought in by Animal Control)	124	71								195
Wildlife										0
<b>Subtotal Doña Ana County</b>	<b>169</b>	<b>124</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>293</b>
Anthony, NM	17	13								30
Hatch										0
Mesilla	0	3								3
Sunland Park	1	2								3
WSMR	1	0								1
Born In Care	6	0								6
Community Cats										0
Jurisdiction Unknown/Other	0	2								2
Transfer In	13	4								17
<b>Total Intake</b>	<b>385</b>	<b>324</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>712</b>



	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Medical - Geriatric Issues	1	0								1
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass	2	0								2
Medical - Neurological										0
Medical - Organ Failure	0	1								1
Medical - Parvo - TX	4	0								4
Medical - Parvo - Non TX	4	0								4
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX	34	6								40
Medical - Respiratory Signs - Non TX	2	8								10
Medical - Ringworm	0	4								4
Offsite Euthanasia										0
Rabies Suspect - General	5	0								5
Rabies Suspect - Injured	1	0								1
Rabies Suspect - Sick/Symptomatic										0
Rabies Suspect - Wildlife										0
Severe Injuries - Animal Attack	1	1								2
Severe Injuries - General	1	1	1							3
Severe Injuries - Hit By Car	2	2								4
Space - Behavior	0	16								16
Space - General	0	1								1
Space - Medical	0	16								16
Wildlife - Nuisance										0
<b>Subtotal Euthanized</b>	<b>110</b>	<b>76</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>187</b>
<b>Euthanasia Rate</b>	<b>28.6%</b>	<b>23.5%</b>	<b>100.0%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>26.3%</b>
<b>Total Outcome</b>	<b>381</b>	<b>314</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>698</b>
<b>Grand Total</b>	<b>385</b>	<b>324</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>712</b>
<b>Outcome*</b>	<b>381</b>	<b>314</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>698</b>
<b>Statistics</b>	<b>Live Release Rate</b>	<b>74.4%</b>	<b>0.0%</b>	<b>na</b>	<b>100.0%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>70.5%</b>
<b>Euthanized, Expired in Care, DOA</b>	114	88	1	0	0	0	0	0	0	203
<b>Average Intake/day</b>	12.8	10.8	0.0	0.0	0.1	0.0	0.0	0.0	0.0	23.7
<b>Average Outcome/day</b>	12.7	10.5	0.0	0.0	0.1	0.0	0.0	0.0	0.0	23.3
<b>Average Euthanizations/day</b>	3.7	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.2
<b>Average RTO/day</b>	2.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.4
<b>Average Adoptions/day</b>	2.6	1.9	0.0	0.0	0.1	0.0	0.0	0.0	0.0	4.6

\*\*ASCMV Website Page Views -- 33,680

\*\*ASCMV Facebook Page Views -- 2,257

\*\*ASCMV Instagram -- 27,423 people reached; 129,575 impressions; 226 ad clicks

\*\*ASCMV Snapchat -- 55,697 impressions; 455 ad clicks

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2021-09**

**A RESOLUTION FROM THE ASCMV TO INCREASE EXISTING EMPLOYEE WAGES AND SALARIES**

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

**WHEREAS**, the ASCMV has completed an analysis of staff wages and salaries, and has determined that increases are needed to improve its ability to recruit new talent, retain existing talent and to offset the many challenges it has experienced with high turnover; and

**WHEREAS**, increasing wages and salaries for employees to a living wage will also contribute significantly to improve the quality of care of animals housed at the ASCMV facility; and

**WHEREAS**, the funds needed to cover employee wage and salary expenses, which are estimated to be \$62,000 for the 6-month period January 1 thru June 30, 2022, will come from projected savings resulting from staff positions not filled since the start of FY22 and those projected to continue to be unfilled through the remainder of FY22.

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

(I)

**THAT**, ASCMV staff are hereby authorized to take any action necessary to implement and comply with the budget submitted and approved as part of this resolution.

**PASSED AND APPROVED** this 15<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Board Chair

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE:

Manuel Sanchez, Chair \_\_\_\_\_      \_\_\_yea\_\_\_ nay

Tessa Abeyta-Stuve, Vice-Chair \_\_\_\_\_      \_\_\_yes\_\_\_ nay

Lynn Ellins, Member \_\_\_\_\_      \_\_\_yea\_\_\_ nay

Kasandra Gandara, Member \_\_\_\_\_      \_\_\_yea\_\_\_ nay

Diana Murillo-Trujillo, Member \_\_\_\_\_      \_\_\_yea\_\_\_ nay

Yvonne Flores, Member \_\_\_\_\_      \_\_\_yea\_\_\_ nay

Eric Enriquez, Ex-Officio Member \_\_\_\_\_      \_\_\_yea\_\_\_ nay

Chuck McMahon, Ex-Officio Member \_\_\_\_\_      \_\_\_yea\_\_\_ nay

ATTEST:

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



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2021-10**

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

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

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

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

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

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

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



7. In addition to the information specified above, all notices shall include the following language:

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

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

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

by vote of the Board of Directors of the Animal Service Center of the Mesilla Valley in an open public meeting.

**PASSED AND APPROVED this 15<sup>th</sup> day of December, 2021.**

\_\_\_\_\_  
Board Chairperson

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**VOTE:**

- Manuel Sanchez, Chair \_\_\_\_\_  yea  nay
- Tessa Abeyta-Stuve, Vice-Chair \_\_\_\_\_  yes  nay
- Lynn Ellins, Member \_\_\_\_\_  yea  nay
- Kasandra Gandara, Member \_\_\_\_\_  yea  nay
- Diana Murillo-Trujillo, Member \_\_\_\_\_  yea  nay
- Yvonne Flores, Member \_\_\_\_\_  yea  nay
- Eric Enriquez, Ex-Officio Member \_\_\_\_\_  yea  nay
- Chuck McMahon, Ex-Officio Member \_\_\_\_\_  yea  nay

**ATTEST:**

\_\_\_\_\_  
Amanda López Askin, Ph. D., County Clerk



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2021-11**

**RESOLUTION APPROVING THE 2022 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 2022 calendar year to be observed by the Animal Service Center of the Mesilla Valley; and

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

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

<u><b>HOLIDAY</b></u>	<u><b>DATE OF OBSERVANCE</b></u>	
New Year's Day	Saturday, January 1, 2022	Closed
Martin Luther King Jr. Day	Monday, January 17, 2022	Closed
President's Day	Monday, February 21, 2022	Closed
Easter	Sunday, April 17, 2022	Closed
Memorial Day	Monday, May 30, 2022	Closed
Juneteenth Independence Day	Monday, June 20, 2022	Closed
Independence Day	Monday, July 4, 2022	Closed
Labor Day	Monday, September 5, 2022	Closed
Veterans Day	Friday, November 11, 2022	Closed
Thanksgiving Day	Thursday, November 24, 2022	Closed
Christmas Day	Sunday, December 25, 2022	Closed

<u><b>FLOATING HOLIDAYS</b></u>	2-8 hour days for full time employees
	2-4 hour days for part time employees

Thanksgiving Holiday	Friday, November 25, 2022	Open
Winter Holiday	Monday, December 26, 2021	Open

(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 15<sup>th</sup> day of December, 2021.**

\_\_\_\_\_  
Board Chairperson

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

VOTE:

Manuel Sanchez, Chair \_\_\_\_\_  yea  nay

Tessa Abeyta-Stuve, Vice-Chair \_\_\_\_\_  yes  nay

Lynn Ellins, Member \_\_\_\_\_  yea  nay

Kasandra Gandara, Member \_\_\_\_\_  yea  nay

Diana Murillo-Trujillo, Member \_\_\_\_\_  yea  nay

Yvonne Flores, Member \_\_\_\_\_  yea  nay

Eric Enriquez, Ex-Officio Member \_\_\_\_\_  yea  nay

Chuck McMahon, Ex-Officio Member \_\_\_\_\_  yea  nay

ATTEST:

\_\_\_\_\_  
Amanda López Askin, Ph.D., County Clerk