



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
BOARD OF DIRECTORS
AGENDA**

Thursday, May 28th, 2020 at 9:00am.

Individuals may view this meeting on CLC-TV, cable channel 20 on Comcast, or YouTube.com/clctv20.

The health, safety and well-being of our community are a top priority for the ASCMV and its Board of Directors. As such, and consistent with and in support of the direction from Gov. Michelle Lujan Grisham and the new Department of Health public health order, the Board Meeting will be held via **video conference**. In an effort to seek public input, we ask that you e-mail any comments/questions/concerns to one of the following:

Clint Thacker – cthacker@las-cruces.org

Bernice Navarro – bnavarro@las-cruces.org

If you need an accommodation for a disability to enable you to fully participate in this event, please contact us 72 hours before this event at 575-541-2115/V. Posted dated: May 22nd, 2020.

- I. Call to Order & Determination of a Quorum**
- II. Changes to Agenda and Approval of Agenda**
- III. Minutes**
 - a. Approval of the Work Session Minutes for the ASCMV held April 16th, 2020.
 - b. Approval of the Minutes from the regular ASCMV Board Meeting held April 23rd, 2020.
- IV. Reports/Presentations**
 - a. City and County ACO Reports – City Animal Control and County Animal Control
 - b. Shelter Statistics/Activities – Clint Thacker
 - c. Committee Reports
 - 1. Finance – David Dollahon, Committee Chair
 - 2. Executive – Yvonne Flores, Committee Chair
 - 3. Facilities – Kasandra Gandara, Committee Chair
 - d. CfPP Report
- V. Action Items**
 - a. Resolution 2020-13_Accept the Carroll Petrie Foundation Grant and Maddie's Fund Grant
- VI. Discussion Items**
 - a. Proposal to merge the ASCMV as a City of Las Cruces department.
- VII. Public Input**
- VIII. Chair and Board Comments**
- IX. Adjournment**



ASCMV.org

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **Work Session**

4
5 **April 15, 2020 at 9:00 a.m.**

6
7
8 **BOARD MEMBERS PRESENT:**

9 Yvonne Flores- Chairperson
10 Manuel Sanchez - Vice-Chair
11 Tessa Abeyta-Stuve - Board Member
12 Kasandra Gandara - Board Member
13 Ramon S. Gonzalez - Board Member
14 David Dollahon - Ex-Officio Member
15 Jeanne Quintero - Ex-Officio Member

16
17 **BOARD MEMBERS ABSENT:**

18 Lynn Ellins - Board Member

19
20 **I. Call to Order & Determination of Quorum**

21
22 Quorum was determined.

23
24 Clint Thacker stated there were e-mail questions but they did not pertain
25 specifically to any of the agenda items. It was determined to answer these
26 questions now. ASCMV announced last week that the adoption procedures, Clint
27 keeps track of online posts. Review of all photos online to assure that all animals
28 have glamor shots. Volunteers usually do much of the photos and so right now
29 with social distancing the photo quality is different than usual.

30
31 Second question, Pet of the Week is being posted on Facebook page with help of
32 Doña Ana County. They are always on there, sometimes a day or two later.

33
34 Third question, state managed social distancing guidelines and the modification of
35 the Shelter's hours calls for creative ways for the public to get involved with
36 fostering and adopting. Comparison was made with El Paso Facebook page and
37 that they put videos and pictures and asked for fosters of which they got over 400.
38 As of April 10 they have 1,200 animals in foster homes. El Paso Shelter has virtual
39 and home delivery adoption and foster counseling as well as pet reclaims. Citizen
40 is disappointed in ASCMV social media presence as feels there is no presence
41 and no community engagement. Clint stated to compare us to El Paso is not
42 apples to apples including a much larger budget, include a singular person for their
43 media. ASCMV is getting plenty of help.

44
45 Fourth question, in 2019 El Paso Fire Department started offering free chip scans
46 of pets, this is an excellent service. Clint has spoken with the Las Cruces Fire

1 Department several times about this and it is an issue of having the correct chip
2 and then what to do with the chip information afterwards. Scanners are \$750-800
3 each. Funding is an issue, also a lot of what-ifs about the coordination of animals
4 and people.
5

6 Fifth question, person monitors Las Cruces Lost and Found Facebook page and
7 saw that two cats were caught by Animal Control and brought to the shelter and
8 were thought to be feral and when owners came to reclaim they were told they
9 were euthanized. Thought the shelter was supposed to hold an animal that has
10 no chip or tag for three days to give the owner a chance to reclaim them. Why
11 euthanize a cat the first day? Clint stated they were City cats and the Animal
12 Ordinance of the City specifically states if it is a feral cat and there is overcrowding
13 at the Shelter, the animal can be euthanized prior to the three-day hold coming up.
14 Clint is not sure of this instance specifically.
15

16 Sixth question, there are two links on the ASCMV page under the heading Lost
17 and Found Information. One was for Dog'Cruces which works, the other is for Lost
18 and Found Pets Las Cruces which upon clicking on the link takes me to a page
19 which is unavailable, please fix. Clint will look into and get it fixed.
20

21 **II. Review of the proposed ASCMV FY2021 Budget**

22
23 Clint Thacker proceeded with the presentation. This is the third work session. First
24 the layout of the organization, adding Operations Manager, but changing some of
25 the other titles. Operations Manager; Medical Director; Administrative Service
26 Manager which is Bernice; Admin Support Assistant, three of these. Authorized
27 number of employees, how many positions filled, and how many are full time and
28 part time, and current vacancy. Medical Director has 11 positions, all full time,
29 eight filled, vacancy of three. Operations Manager, new position, 37 positions, 27
30 full time, 10 part time, vacancy of 6. Animal Services Manager, Bernice, 14
31 employees, nine full time, five part time, four vacancies. Vacancy rate estimated
32 to help with budget. Only one true new position, but remainder are
33 reclassifications.
34

35 Change \$2.8 million operating revenue to \$4 million revenue, 42.4% increase.
36

37 Board Member Sanchez asked if it would be possible to utilize the City's grant
38 personnel instead of ASCMV having their own grant writer. Clint has been told the
39 grant writers on staff at the City will only help find grants, not help write them.
40 Board Member Dollahon stated ASCMV could piggyback on the City contract with
41 an outside firm. But Insight may not be the most effective tool as they are more
42 involved in bigger money grants.
43

44 Board Member Gandara stated Insight has been helpful to focus and build capacity
45 and larger funding streams. Still feels a grant writer specific to the ASCMV is most
46 impactful. Chairperson Flores was in agreement.

1
2 Board Member Gonzalez asked about the salary for a Grant Writer. Clint Thacker
3 stated approximately \$30,000 for a full time position, plus benefits.
4

5 Clint Thacker said 74% increase on vaccinations due to the clinics. Microchips
6 they plan to decrease by 24%, but the vaccine clinics also offer microchipping.
7 Onsite adoptions up 9%. Spay and neuter decreased 26%, are requesting another
8 veterinarian, but no recovery space. Goal to ultimately open up to public after the
9 new center is built and well organized. Animal Shelter Services go down 36%,
10 dead animal disposal, owner surrender euthanasias, and owner surrenders. Doña
11 Ana County support, asking for increase of 48% and same amount from the City.
12 JPA states the City and County are required to provide fiscally equally. City of
13 Anthony, Sunland Park, and Village of Hatch, fees get via impounding. Donations
14 and memorials are a trending up. Other revenues.
15

16 Mike Fuchini introduced revenues from City and County from \$1.25 million to \$1.86
17 million and with addition of the center contributing \$336,000 total \$4.1 million.
18

19 Board Member Sanchez mentioned that due to unknown GRT totals, County has
20 been requested to submit this year's budget for next year's budget. Concerns
21 County having in supporting such a large increase, or any increase at the moment.
22 Clint Thacker states that the according to the JPA the City and County are required
23 to input the same amount financially. In that aspect, if City or County could not do
24 the increase, it would change the entire budget and how the Center moves forward.
25 There has to be change due to shortfall of budget for the positions not being
26 funded. Detrimental to the Center. Board Member Sanchez stated it has not been
27 decided by the Commission yet, but discussion is leaning that direction due to
28 deadlines to submit to DFA (Department of Finance and Administration).
29 Chairperson Flores expressed concern that the County may not be able to
30 contribute the new amount. Board Member Sanchez stated this came to play due
31 to the COVID-19 and not having a good understanding of how GRT will affect
32 revenues. It was determined that City, County, and ASCMV are all on the same
33 fiscal year of July 1 through June 30.
34

35 Board Member Dollahon stated there was some guidance issued by the State. A
36 flat budget is allowed by State law. The City is proceeding based on estimates
37 they have. County has a little different timing; budget is July 1 to June 30. State
38 has municipalities submit budgets before the counties and so County is not
39 approved until almost August, though City is around the first of July. An option
40 available is making a request to increase the budget but holding a flatline budget
41 starting July 1 and come into the first quarter and then request the City and the
42 County to review and evaluate an increase proportionally to each other. Revisions
43 can be made at a later date. Board Member Sanchez recommended to continue
44 with the conversation with this presentation as is. County will broach subject at a
45 later date.
46

1 Board Member Gandara wanted to go back to return to owners slide due to
2 needing further information on DAC RTO, and CLC RTO. Clint stated one went
3 up and one down but does not know the exact reason of 50% increase for the
4 county and 10% drop for the City of people coming and getting the animals. The
5 budget was developed in this area according to the trend. Board Member Dollahon
6 stated that the Animal Control Officers charge a fee in the field for this. The
7 ASCMV amended the return to owner fee. Board Member Gandara stated this is
8 a fee for when people come to pick up their animal and Animal Control. Clint stated
9 this is only animals being redeemed by their owners at the Center. Board Member
10 Gandara asked to make the definitions more similar to be able to compare better.
11 Clint stated that conversation would need to be with the ACO supervisors. Board
12 Member Dollahon stated there are operational differences between City and
13 County ACO for good reasons.

14
15 Clint Thacker asked as he is half done, but if the funding is not going to be there
16 to do this should they just come back with revised budget. Have to do this as
17 positions are unfunded. Board Member Gandara mentioned a 20% decrease in
18 GRT in September. She suggests a meeting with management/administration with
19 City and County to see. Board Member Dollahon stated hoping this was adopted
20 at the April 23rd meeting. City needs the ASCMV budget by mid May at the latest.
21 Have Clint look at his absolute needs are, where he can cut, and where he can
22 add.

23
24 Clint Thacker mentioned in going forward is the same information in the budget as
25 the first meeting. The budget will be further explored with the ASCMV Finance
26 Committee. Board Member Dollahon suggested put the budget resolution on the
27 agenda for next week, and table it if necessary.

28
29 **III. Adjournment (10:15 AM)**

30
31 Board Member Gandara moved to adjourn.

32
33 **BOARD OF DIRECTORS**

34
35 _____
36 Yvonne Flores, Chairperson

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38 _____
39 Manuel Sanchez, Vice-Chair

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41 _____
42 Tessa Abeyta-Stuve, Board Member
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Lynn Ellins, Board Member

Kasandra Gandara, Board Member

Ramon S. Gonzalez, Board Member

ATTEST:

Amanda Lopez Askin, County Clerk

1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **April 23, 2020 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Yvonne Flores- Chairperson
8 Manuel Sanchez - Vice-Chair
9 Tessa Abeyta-Stuve - Board Member
10 Lynn Ellins - Board Member (attended at approximately 9:30)
11 Kasandra Gandara - Board Member
12 Ramon S. Gonzalez - Board Member
13 David Dollahon - Ex-Officio Member
14 Jeanne Quintero - Ex-Officio Member

15
16 **BOARD MEMBERS ABSENT:**

17 **I. Call to Order & Determination of a Quorum**

18
19 Chairperson Flores called the meeting to order. A quorum is present.

20
21 **II. Changes to Agenda and Approval of Agenda**

22
23 Motion by Board Member Gonzales, second by Board Member Gandara. Passed
24 unanimously.

25
26 **III. Minutes**

27
28 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
29 **March 26, 2020**

30
31 Motion by Board Member Gonzalez, second by Board Member Sanchez.
32 Passed unanimously.

33
34 **IV. Reports/Presentations**

35
36 **A. City and County ACO Reports - City and County Animal Control**

37
38 William Lawrence, Senior Animal Control Officer for Doña Ana County gave
39 the County ACO report. March 2020, picked up a total of 188 animals, 158
40 went to the Animal Service Center which included 10 owner release dogs,
41 two owner release cats, 77 stray dogs, 35 stray cats, six care and welfare
42 holds, 17 injured animals, three miscellaneous holds, and eight rabies
43 quarantines at the Shelter and 11 County court hold facility. No livestock,
44 two snakes, 17 dead animals. Reason for owner releases in the field were:
45 Three for aggressive behavior, two moving out of town or could not keep
46 their animals, one dog and one cat. Sick, injured, and dying owner releases

1 were four. One gave the answer they could no longer care for the animal.
2 In the field return to owner were 33 for February. Scanned 185 animals with
3 a total of 41 microchips. Responded to 652 calls: 43 injured, 12 cruelty, 42
4 vicious, 24 bites. Filed, educated, compliance on 20 licensing/microchips,
5 38 permits, 35 rabies vaccinations, 52 care and maintenance. Court cases
6 were 17, 39 charges resulting in 90.5 regular hours and 32.5 overtime.
7 Three warrants issued, nine guilty pleas, and total donations of \$100.
8 Fourteen dismissed for compliance, 13 continuance.
9

10 Board Member Gonzalez asked about the overtime and if there are not
11 enough people in the field. William Lawrence stated it is not necessarily
12 that there are not enough people in the field, just means that the court date
13 fell on officer's day off, therefore we of course have to be on there that day.
14

15 Mary Lou Ward, Doña Ana County Animal Control and Code Supervisor
16 added to the report March and April and probably into May see some of the
17 numbers be lower because of the COVID-19 and the response for the
18 officers since only responding to emergency type calls, sick or injured
19 animals, vicious and/or dangerous animals. Not going out for regular stray
20 animals, not impounding those type of animals at the Shelter. Trying to
21 educate people to keep animals and find owners for them. All outreach
22 programs halted.
23

24 Chairperson Flores asked if an account of these animals was being kept.
25 Mary Lou Ward stated that would be Central Dispatch. Chairperson Flores
26 requested those numbers for next month.
27

28 Board Member Gandara had questions on the three miscellaneous holds,
29 the eight, what that entails. Mary Lou Ward stated there was a care and
30 maintenance hold, injured animals, stray, and it could be cruelty hold or
31 waiting for someone to come into compliance on some other type of
32 violation. Board Member Gandara also asked about the rabies and if they
33 are part of the 11. Mary Lou Ward stated those are separate, the eight are
34 at the shelter due to no owner. If an animal bites someone and does not
35 have an owner it will quarantine at the shelter due to County facility is not
36 open to the public to find their animal. The other 11 quarantined at the
37 County facility, have an owner. Board Member Gandara was concerned
38 about the rabies. Mary Lou Ward stated it is state statute if an animal bites
39 someone it is a rabies quarantine. This is observing the animal to be sure
40 they do not have rabies. At the end of the quarantine animals all get rabies
41 vaccination before returning to the owner.
42

43 Gino Jimenez Animal Control Supervisor for the City of Las Cruces. March
44 2020 responded to 414 stray calls, 239 GOA (gone on arrival), 175
45 apprehended, 144 impounded at the Shelter of those 78 were dogs and 67
46 cats. Successful in field RTO 30 animals and unsuccessful in 14 and those

1 went to the Shelter. The three year comparison, of course types of calls
2 presently responding changed and therefore decrease. Field RTO for the
3 year is 90, 34 last month. Reasons for owner release, dogs showing
4 aggression, but doing some education but still impound animals that are a
5 threat to the community or to family members. The 14 reasons unable to
6 field RTO, no contact by phone or at the residence; one was from Sunland
7 Park, which is obviously out of Las Cruces jurisdiction, another the owner
8 no longer lived at that address, and other 12 were unable to contact at home
9 or phone.

10
11 Board Member Gandara requested the maps of stray animal pickup be
12 available and interactive. Gino has requested this but not possible due to
13 GIS issues. Board Member Dollahon sated he will have a meeting with
14 Gino and GIS staff.

15
16 Gino Jimenez stated the City ACO is still picking up stray animals for
17 anything considered a public safety issue. Permitting has been suspended
18 temporarily.

19
20 Board Member Abeyta-Stuve asked if aggressive animals can be
21 rehabilitated. Gino stated that it is in the hands of the Animal Service
22 Center. Board Member Abeyta-Stuve then pursued the question with Clint
23 Thacker. Clint stated it is a case-by-case basis.

24
25 Board Member Gandara asked about the animal that was from Sunland
26 Park and how that could be handled. Gino stated they only have jurisdiction
27 within the City and liability issues. Board Member Gandara also asked
28 about the 14 unsuccessful attempts and wanting reasons for that. Gino
29 pointed out the previous screen, and except for the two mentioned, the
30 others, the officer tries calling and goes to the address to field RTO.

31
32 Board Member Sanchez asked if contact was made with the Sunland Parker
33 owner Gino stated they were unable to make contact by phone and with the
34 Sunland Park address, so jurisdiction boundaries, animal was impounded
35 at the Center. People need to be sure to update microchip information if
36 they move.

37
38 **B. Shelter Statistics and Activities**

39
40 Clint Thacker animal count in the shelter 197 compared to 2019 at 492.
41 Intake at 528. Outcomes, adoptions, rescues, everything in line.
42 Community cats are a lot lower as no longer participating in community cats
43 in the City. Euthanasia higher in 2020 for March mainly because of not
44 participating with community cats. Live release rate 87.1%, 92.7% in 2019.
45 March surgeries are 185. Visitors in March were 1,951, compared to 2019
46 at 2,430.

1
2 **C. Committee Reports**
3

4 **1. Finance - David Dollahon, Committee Chair**
5

6 Board Member Dollahon stated there was a committee meeting this
7 week. This included Board Member Abeyta-Stuve, Board Member
8 Sanchez, Clint Thacker, City Staff, and County Manager Macias.
9 County Manager Macias joined related to the budget.
10

11 Amador Espinoza gave the financial report for statement ending
12 March 31. Cash \$247,000, receivables \$91,000 and \$88,000 of that
13 is due from Doña Ana County, \$2,000 from City of Anthony, \$280
14 from Sunland Park. Liabilities \$66,000 and \$4,000 is due to vendors
15 which will be paid in April, \$61,000 is payroll, and \$505 remaining
16 of Best Friends grant. Unassigned fund balance \$271,000.
17 Restricted cash balance \$3,600. Total revenues for March \$2,166,000
18 and total expenditures \$1,195,000. Net change of \$93,330 after
19 transfers. Budget parameter for March 75%. Total aggregate
20 revenues at 75.6%, total expenditures at 70.4%. Expenditures,
21 temporary services 88.7%, purchase services 79.6% which are
22 medical supplies. Revenues and expenditures graph shared.
23 Another graph shows percentage of total expenditures.
24

25 Clint Thacker discussed temporary workers mentioned by Amador
26 Espinoza and that there is currently a hiring freeze, and no
27 temporary workers are at the Center for the last month.
28

29 Board Member Abeyta-Stuve stated in the committee meeting it was
30 discussed and happened last year, uncollected administration fees.
31 Amador Espinoza stated that that is the administrative fee that the
32 City of Las Cruces charges the Animal Service. During FY19 those
33 administrative fees were waived and also waived for FY20. That
34 increased net change in fund balance. These are for upkeep of the
35 general ledger, running payrolls, posting cash receipts, writing of
36 financial statements, dealing with auditors. This will be included in
37 FY21 budget. Board Member Dollahon added that this also covers
38 IT support and Human Resources support.
39

40 Board Member Dollahon continued with the financial report. Some
41 discussion about following up with Sunland Park and Anthony on
42 the billings. Re-review the budget on revenues and operating
43 expenses.
44

45 Chairperson Flores asked the proposed budget is going to be
46 looked at again by the Finance Committee. Board Member

1 Dollahon explained that it was looked at this week at the work
2 session and is an action item on this agenda.

3
4 **2. Executive - Yvonne Flores, Committee Chair**

5
6 Chairperson Flores stated nothing to report.

7
8 **3. Facilities - Kassandra Gandara, Committee Chair**

9
10 Board Member Gandara stated nothing to report.

11
12 Clint Thacker stated a current HVAC project is in process. It has had
13 some weather delays. There are some issues with the units ordered
14 in that the intake needed to be on the side and is on the back. Things
15 are being worked out. Believe roof and HVAC to be completed by
16 July.

17
18 **D. CfPP Report**

19
20 Jean Gilbert gave the CfPP report. She met with Laura Connor, SHAS
21 director in February, and 2 Hearts 4 Paws in March. Showed some of the
22 expenses that local groups incur for medical treatment of animals they are
23 helping. APA had 32 transfers for February. Majority of APA cats are from
24 the Shelter. Intake was 27 with 55 adoptions for those months. Broken
25 Promises spay and neuter costs over \$19,000 last year. Cat's Meow
26 amazing adoptions for February, and last year 124 adoptions, with 70
27 transports. Cherished K-9 rescued 469 dogs in 2019, 128 adoptions. They
28 received \$52,500 grant from PetSmart charities to increase affordable
29 veterinary care act. Humane Society of Southern New Mexico holding
30 adoption promotions second Saturday of the month at PetSmart, but
31 currently suspended. They have adopted three cats and about seven dogs.
32 SNAP issued 463 spay/neuter vouchers for January and February.

33
34 Board Member Abeyta-Stuve asked if the non-profits are seeing a lot more
35 intakes. Jean Gilbert said there is an increase in requests for intake and
36 trying to find more fosters.

37
38 **V. Action Items**

39
40 **A. Resolution 2020-10 - Adopt New Leave and Work Policies Regarding**
41 **Emergency Paid Sick Leave and Emergency Family and Medical Leave**
42 **Expansion**

43
44 Clint Thacker stated this is a continuation of the Federal laws that changed
45 and this is to adopt these.

1 Board Member Dollahon stated these were mandated under Families First
2 Response to COVID Act that went into effect April 2nd and this is in addition
3 to what was adopted as extraordinary leave and quarantine leave.
4 Extraordinary leave remains in place. Quarantine leave is suspended
5 because these two, one is an emergency sick leave act for that end up being
6 quarantined as a direct result of COVID. And the other one is an extension
7 of the Family and Medical Leave Act, specifically related to childcare, not
8 related to a health incident. Emergency sick leave is for two weeks related
9 to essentially the quarantine. Extended Family Medical Leave is 10 weeks
10 after a two wee period and there is a special process related to this.

11
12 Motion by Board Member Sanchez, second by Board Member Gandara.
13 Passed unanimously.

14
15 **B. Resolution 2020-11 - Contract Piggyback for MWI Veterinary Supply**
16 **Company dba MWI Animal Health**

17
18 Motion by Board Member Gonzales, second by Board Member Ellins.
19 Passed unanimously.

20
21 **C. Resolution 2020-12 - Adopt the ASCMV FY2021 Annual Budget**

22
23 Clint Thacker stated the County wanted a straight roll over from this year's
24 budget to next year's budget and because JPA shows City and County have
25 to be the same, City will follow suit. Changes to make the new budget work,
26 not getting an Operations Manager. Keep the Account Supervisor under
27 the Director, exactly how it is now, Assistant Account Supervisor etc.
28 Currently 11 vacant positions and they will not be filled at this time. Intake
29 of strays and spay and neuter surgeries will need some additional
30 personnel. There are some position changes; veterinary assistant with new
31 title of veterinarian technician; assistant kennel supervisor currently vacant
32 and Curtis will be filling in that; administrations operation's manager which
33 is Bernice, change her title to admin services manager.

34
35 Operating revenue shows a 0.4% decrease for the new budget year.
36 Vaccinations some money to possibly do spay/neuter clinic but if we do
37 those then need to find money from other places, that is why 174%
38 increase. These were all done by trend. The Doña Ana County support will
39 stay at \$1.25 million, just like it was this year. The City of Las Cruces will
40 stay the same at \$1.25 million. City Anthony, Sunland Park, and Village of
41 hatch keeping the same expecting the same impounds coming from them.
42 No large changes as far a revenue.

43
44 Operation expenses shows only a 0.3% increase but comes at a significant
45 cost. Operating cost changes, admin salaries decreasing 29%, \$372,000.
46 That includes percentage raise for Director, and deferred raise for Director,

1 and operations management where that salary was. Classified employees
2 looking at going up because we added part time regular \$40,000 only one
3 employee don't know why classification is part time regular, so going up into
4 classified. Contract employees, those are veterinarians so less veterinarian
5 time so less surgeries, so that is cut by 23%. Stand-by pay has not been
6 done before, that is why there is a zero in Fiscal Year 2020. This is because
7 the Center has had managers coming in after hours and euthanizing for
8 Animal Control Officers when they get an injured or sick animal. Staff at the
9 Center is able to bear that load so they will be paid via stand-by pay to be
10 on call. Scheduled overtime decreased by 43%, scraping the barrel on that.
11 Medicare, Social Security, and PARA no control, so those are the same.
12 Same with pension, dental, health, workers' comp. Cell phone and vehicle
13 allowance Director gets and some employees get. Reason it is zero in FY20
14 it was not tracked as own line item. Temp agency services, the reason that
15 is a zero because it was in personnel and so dropped it down into operations
16 costs for \$25,900. Safety supplies first aid kit at the Center. Shop supplies
17 for building maintenance supervisor. Uniforms increased. Membership
18 dues own line item for better tracking. Professional technical services cut
19 by 68% because it was one of the larger funds, and no veterinarian,
20 therefore less surgeries. Therefore not opening up for public spay and
21 neuter. Temp agency services changed to zero because moved up into
22 personnel. Vehicle maintenance, van died at the beginning of April, so older
23 vehicles are going to need maintenance. Vehicle tires tubes now being
24 tracked. Building rental is for storage facility, not tracked before. Travel cut
25 by 64%, that money is already spent because veterinarian technician needs
26 continuing education and also veterinarian that needs continuing education
27 credits and that just to keep licenses and certificates. Transportation is
28 rescues and is cut by 23%. Paul requested one less employee and increase
29 transportation. Transportation is top way to get animals out.

31 The reason the budget is cut so much because of COVID-19. People not
32 going out, not spending money which means taxes not being collected by
33 the businesses. Removed all team building, training budget, reduced
34 overtime, reduced contract employees by 50%, reduced temporary agency
35 services by 50%, reduced overall supplies by 50%, removed all awards
36 programs to recognize staff, reduced medical supplies, reduced purchase
37 services, removed major equipment budget, reduced all travel, and reduced
38 overall advertising budget. Funding may be insufficient to support a
39 reasonable transition into FY22 and the addition to the center, i.e. the new
40 building. Not going in looking positive for that. Finishing the building will be
41 paid for, but the transition into it was going to be very, very difficult with this
42 budget.

44 Board Member Gandara thinks the grant writer position is necessary and
45 that can't afford not to have a grant writer. She doesn't agree with reducing
46 funding around team building and travel. Administrative cost at \$111,000,

1 what is that percentage of giving to the City. Clint Thacker said the
2 administrative fee has been a percentage. Board Member Dollahon stated
3 it is driven by the JPA and it works out to just under 4%. In FY19 it was
4 excluded to balance the books at the end of the year and authorized through
5 Council action to not collect it this current fiscal year, FY20. Per the JPA
6 needs to be paid. Clint stated his budget show 17.7% of the budget so what
7 is the 4%. The \$111,000 is across the entire budget including personnel.
8 Board Member Gandara asks that one of the vacancies be a grant writer.
9

10 Board Member Dollahon is there an estimate of the position Paul asked to
11 not acquire and replace with transportation. Clint doesn't think it is a vacant
12 position, but when it is vacated or if somebody does leave that money would
13 move. The Board action can move money from personnel to operations.
14 Board Member Dollahon said within the current budget there is no way for
15 a grant writer but within next year's budget always an opportunity. Other
16 option would be from the City Council, City could contrary to the JPA provide
17 more money than the County can, decision of the full City Council. The
18 councilors needs to inform the City managers that they would like that
19 reflected in the budget and then appropriately incorporated within the
20 adoption of the City's budget at the May 18th meeting.
21

22 Board Member Gandara also asked about the van. Clint Thacker stated it
23 is being worked on by City fleet. Board Member Gandara also mentioned
24 the new facility and the County's portion and have there been discussions.
25 Board Member Dollahon the dialogue has started.
26

27 Mary Lou Ward had a question about the budget. She did not see donations
28 that are recorded every month and would like to see some type of reporting
29 on donations going into the Center and categorize on how they are coming
30 in. Board Member Dollahon politely disagreed as Clint brought up the
31 screen of the donations and memorials and is on the monthly report.
32

33 Board Member Sanchez appreciates the work Clint put into the budget.
34 Clint Thacker stated the whole industry of animal care and control has been
35 flipped upside down because of the pandemic.
36

37 Chairperson Flores stated Board Member Gandara expressed very well and
38 Chair's concerns are the same. We need a grant writer and a veterinarian.
39 Team building is very important. Clint Thacker stated there are 11 vacant
40 positions at the Center. Have the funds but those funds are paying for
41 positions that were not funded. Clint stated with a new veterinarian it would
42 take two to three positions as at least \$100,000 not including reeducation/
43 certifications. If more surgeries, then more recovery area, more supplies,
44 more techs, snowball effect of needs. Board Member Dollahon asked how
45 long would it take to hire an on-staff veterinarian.
46

1 Motion to direct staff to move funding to accommodate the positions of a
2 grant writer and a veterinarian to the budget by Board Member Gandara,
3 second by Board Member Abeyta-Stuve. Passed unanimously.
4

5 Main motion by Board Member Gandara, second by Board Member
6 Sanchez. Passed unanimously.
7

8 VI. PUBLIC INPUT 9

10 Clint Thacker stated two e-mails have come in prior to the meeting but none during
11 the meeting.
12

13 Board Member Gandara believes it is important to have public comment.
14

15 Board Member Dollahon recommended Clint Thacker read the comments today
16 and if in a position to answer but if not then follow-up next meeting.
17

18 Clint Thacker read the e-mails, first from Emily Stanford a volunteer as dog walker
19 and off-site caretaker at the ASCMV. She states staff members have always been
20 polite and helpful, felt welcomed and no negative comments or experiences
21 regarding interactions with Center workers. Animals are cared for, feeding, and
22 shown compassion and affection. The volunteer coordinator is great. Wonderful
23 to be able to take large dogs out back and off leash and allow for more exercise.
24 The new renovations to the cat room are excellent. An excellent idea to play soft
25 music for the dogs, it seems to calm them down a bit. The kennels seem small and
26 she has seen kennel mates fighting, and not enough space to get away. Dogs do
27 not have enough space to move around and many become aggressive with each
28 other as a result. Have seen banging on the doors or loud noises to silence barking
29 dogs and she felt distressed by this as it could only heighten the anxiety of the
30 dogs. She has seen occasional disregard for the feelings of the animals. She has
31 worked at Petco and any issues or ill animals were addressed immediately.
32 Although some cats are at an off-site location without full information, including
33 age, gender, help, name, etc. Suggests more off-site events as they seem to be
34 helpful. Biggest problem is minimal space for animals, lack of space for dogs leads
35 to aggressive behavior and anxious, frightened dogs. Grateful to the staff.
36

37 Clint Thacker proceeded to address the above e-mail. Staff has been trained by
38 a well known dog trainer in the area that when dogs fight to use loud noises to
39 disrupt that fight. Worse case scenario to spray a hose, (*inaudible*), grab the back
40 of the legs, throw a blank, are all mentioned and it is progressive. Spraying of
41 dogs due to barking, not acceptable. The fighting, some food aggression, issues
42 of dog being ultra dominant. Clint stated more training will be in place especially
43 for spraying a dog due to barking is unacceptable. Cats going to off-site with no
44 information. That is just an oversight but there is a person that that is their job.
45

1 Clint Thacker proceeded to read e-mail from Cindy Eck. What areas need the
2 most work? Vet your resources. Make them (*inaudible*) if they are pulling from
3 ASCMV. Example canine 6 is (*inaudible*) of parvo reinfection. Stick with the ones
4 who actually know what they are doing. What has been done in the past that you
5 have found successful that we should be doing more of? Social videos really work
6 as far as pulling on the heartstrings of those who saw and have the opportunity to
7 pull pets. How can we make communication better between fosters, adopters,
8 volunteers, and shelter workers? She thinks things are working.
9

10 **VII. CHAIR AND BOARD COMMENTS**

11
12 Board Member Gandara appreciate diligence to Clint and staff. She, Chairperson
13 Flores, and Board Member Ellins received an e-mail about an animal being really
14 sick and being adopted and alluded to not caring for the animal. Appreciate all the
15 treatment for the animal.
16

17 Board Member Sanchez appreciates all that Clint Thacker and his team done over
18 the past year.
19

20 Board Member Abeyta-Stuve everything answered. The public should be aware
21 when they are adopting or fostering push to adopt, but public be mindful these are
22 long-term animals.
23

24 Chairperson Flores thanks everyone on the Board and all contributors to today's
25 meeting.
26

27 **VIII. Adjournment (12:05 PM)**

28
29
30 **BOARD OF DIRECTORS**

31
32 _____
33 Yvonne Flores, Chairperson
34

35
36 _____
37 Manuel Sanchez, Vice-Chair
38

39
40 _____
41 Tessa Abeyta-Stuve, Board Member
42

43
44 _____
45 Lynn Ellins, Board Member
46

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Kasandra Gandara, Board Member

Ramon S. Gonzalez, Board Member

ATTEST:

Amanda Lopez Askin, County Clerk



PRELIMINARY MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Medina, Accounting Manager **Initials:**
Date: May 28, 2020 **File #:**

Subject: Animal Service Center of the Mesilla Valley (ASCMV) Unaudited Financial Report for April 30, 2020.

Attached is the unaudited financial report of the Animal Service Center of the Mesilla Valley for the period ending April 30, 2020. Below are some observations for your consideration:

- The General Fund Statement of Net Position (page 1) shows cash of \$263,213. Accounts receivable balance is \$4,180 which includes \$4,040 due from the City of Anthony for animal intakes and \$140 due from the City of Sunland Park. Outstanding payroll liabilities are \$61,719. The Unassigned Fund balance is \$205,674. The Capital Projects Fund shows a restricted fund balance of \$3,565 for the Stern Cat Room Donation.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$2,352,886. YTD operating expenditures are at \$2,247,482, which results in an increase in Net Fund Balance of \$27,904 after transfers.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 81.4% of budgeted revenues and 79.3% of budgeted expenditures have been recognized. The budget parameter for the month is 83.3%.
- Due to not being fully staffed temporary services is at 99.9% of budget. Insurance is at 92.3% of budget due to the 1st Quarter payment to the New Mexico Department of Workforce Solutions. All other expenditures in the General Fund are within the budget guideline.
- The Grants and Donations Schedule on page 7 provides a summary of grants and donations received.

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

Initials:
Initials: AE

**Animal Service Center of the Mesilla Valley
Statement of Net Position
April 30, 2020 (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>of</u> <u>Net Position</u> |
|-------------------------------------------|-----------------------------------------|---------------------------------------------|-------------------------------------------|----------------------------------|
| Assets | | | | |
| Current Assets | | | | |
| Cash & investments | \$ 263,213 | \$ 3,565 | \$ - | \$ 266,778 |
| Accounts receivable | 4,180 | - | - | 4,180 |
| Total Current Assets | <u>267,393</u> | <u>3,565</u> | <u>-</u> | <u>270,958</u> |
| Capital Assets | | | | |
| Equipment, net of accum depr | - | - | 262,029 | 262,029 |
| Total Capital Assets | <u>-</u> | <u>-</u> | <u>262,029</u> | <u>262,029</u> |
| Total Assets | <u>\$ 267,393</u> | <u>\$ 3,565</u> | <u>\$ 262,029</u> | <u>\$ 532,987</u> |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts payable | - | - | - | - |
| Accrued wages payable | - | - | - | - |
| Accrued payroll liabilities | 61,719 | - | - | 61,719 |
| Revenue collected in advance | - | - | - | - |
| Total Current Liabilities | <u>61,719</u> | <u>-</u> | <u>-</u> | <u>61,719</u> |
| Fund Balance | | | | |
| Required reserve | - | - | - | - |
| Restricted | - | 3,565 | - | 3,565 |
| Unassigned | 205,674 | - | 262,029 | 467,702 |
| Total Fund Balance | <u>205,674</u> | <u>3,565</u> | <u>262,029</u> | <u>471,267</u> |
| Total Liabilities and Fund Balance | <u>\$ 267,393</u> | <u>\$ 3,565</u> | <u>\$ 262,029</u> | <u>\$ 532,987</u> |

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
For the Period Ended April 30, 2020 (Unaudited)**

| | General Fund 7440 Actual | Capital Projects 7441 Actual | Fixed Assets 9440 Actual | Total |
|----------------------------------|-----------------------------------------|---------------------------------------------|-----------------------------------------|-------------------|
| Revenues | | | | |
| Pet licenses-CLC | \$ 24,602 | \$ - | \$ - | \$ 24,602 |
| Pet licenses-DAC | 9,208 | - | - | 9,208 |
| Vaccinations | 13,287 | - | - | 13,287 |
| Pet micro-chip | 7,253 | - | - | 7,253 |
| Onsite adoptions | 42,190 | - | - | 42,190 |
| Return to owner-DAC | 7,590 | - | - | 7,590 |
| Return to owner-CLC | 11,823 | - | - | 11,823 |
| Spay/neuter | 15,949 | - | - | 15,949 |
| Dona Ana County | 1,072,727 | - | - | 1,072,727 |
| City of Las Cruces | 1,072,727 | - | - | 1,072,727 |
| City of Anthony | 9,220 | - | - | 9,220 |
| Donations & memorials | 16,475 | - | - | 16,475 |
| Grant revenue | 25,000 | 13,344 | - | 38,344 |
| City of Sunland Park | 175 | - | - | 175 |
| Village of Hatch | - | - | - | - |
| Other revenue | 16,058 | - | - | 16,058 |
| Investment income | 8,602 | - | - | 8,602 |
| Total revenues | <u>2,352,886</u> | <u>13,344</u> | <u>-</u> | <u>2,366,230</u> |
| Expenditures | | | | |
| Personnel | 1,692,719 | - | - | 1,692,719 |
| Temp agency services | 62,107 | - | - | 62,107 |
| Repairs and maintenance | 14,512 | - | - | 14,512 |
| Services | 242,991 | - | - | 242,991 |
| Supplies | 165,419 | - | - | 165,419 |
| Insurance | 49,243 | - | - | 49,243 |
| Other | 20,491 | - | - | 20,491 |
| Depreciation | - | - | 37,823 | 37,823 |
| Capital outlay | - | 48,170 | - | 48,170 |
| Total expenditures | <u>2,247,482</u> | <u>48,170</u> | <u>37,823</u> | <u>2,333,475</u> |
| Net Operating Income (Loss) | <u>105,404</u> | <u>(34,826)</u> | <u>(37,823)</u> | <u>32,755</u> |
| Transfers | 77,500 | (77,500) | - | - |
| Net Change in Fund Balance | <u>27,904</u> | <u>42,674</u> | <u>(37,823)</u> | <u>32,755</u> |
| Net Investment in Capital Assets | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Beginning Fund Balance | <u>177,770</u> | <u>(39,109)</u> | <u>299,852</u> | <u>438,512</u> |
| Ending Fund Balance | <u>\$ 205,674</u> | <u>\$ 3,565</u> | <u>\$ 262,029</u> | <u>\$ 471,267</u> |

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance - Budget and Actual
For the Period Ended April 30, 2020 (Unaudited)**

| | <u>Budget</u> | <u>Actual</u> | <u>Actual/Bgt %</u> |
|-------------------------------------|---------------------------|--------------------------|---------------------|
| Revenues | | | |
| Pet licenses-CLC | \$ 59,608 | \$ 24,602 | 41.3% |
| Pet licenses-DAC | 18,000 | 9,208 | 51.2% |
| Vaccinations | 14,339 | 13,287 | 92.7% |
| Pet micro-chip | 37,718 | 7,253 | 19.2% |
| Onsite adoptions | 51,787 | 42,190 | 81.5% |
| Return to owner-DAC | 6,083 | 7,590 | 124.8% |
| Return to owner-CLC | 20,517 | 11,823 | 57.6% |
| Spay/neuter | 45,588 | 15,949 | 35.0% |
| Dona Ana County | 1,250,000 | 1,072,727 | 85.8% |
| City of Las Cruces | 1,250,000 | 1,072,727 | 85.8% |
| City of Anthony | 6,000 | 9,220 | 153.7% |
| Donations & memorials | 21,263 | 16,475 | 77.5% |
| Grant Revenue | 53,853 | 25,000 | 46.4% |
| City of Sunland Park | 2,858 | 175 | 6.1% |
| Village of Hatch | 338 | - | 0.0% |
| Other revenue | 35,156 | 16,058 | 45.7% |
| Investment income | 18,235 | 8,602 | 47.2% |
| Total revenues | <u>2,891,343</u> | <u>2,352,886</u> | 81.4% |
| Expenditures | | | |
| Personnel | 2,128,116 | 1,692,719 | 79.5% |
| Temp agency services | 62,200 | 62,107 | 99.9% |
| Repairs and maintenance | 33,429 | 14,512 | 43.4% |
| Services | 298,838 | 242,991 | 81.3% |
| Supplies | 223,847 | 165,419 | 73.9% |
| Insurance | 53,339 | 49,243 | 92.3% |
| Other | 33,504 | 20,491 | 61.2% |
| Capital outlay | - | - | 0.0% |
| Total expenditures | <u>2,833,273</u> | <u>2,247,482</u> | 79.3% |
| Net income (loss) | <u>58,070</u> | <u>105,404</u> | |
| Transfer to capital from operations | <u>105,500</u> | <u>77,500</u> | |
| Net change in fund balance | <u>\$ (47,430)</u> | <u>27,904</u> | |
| Beginning Fund Balance | | <u>177,770</u> | |
| Ending Fund Balance | | <u>\$ 205,674</u> | |

Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance as of April 30, 2020 (Unaudited)

General Fund
7440

| | Revised Budget | July 2019 | August-19 | September-19 | October-19 | November-19 | December-19 | January-20 | February-20 | March-20 | April-20 | Total | Actual/Bgt % |
|------------------------------------|--------------------|-------------------|------------------|--------------------|---------------------|--------------------|--------------------|-------------------|-------------------|--------------------|--------------------|------------------|--------------|
| Revenues | | | | | | | | | | | | | |
| Pet licenses-CLC | \$ 59,608 | \$ 3,838 | \$ 3,611 | \$ 2,957 | \$ 2,468 | \$ 2,192 | \$ 1,040 | \$ 3,238 | \$ 1,441 | \$ 2,305 | \$ 1,512 | \$ 24,602 | 41.3% |
| Pet licenses-DAC | 18,000 | 968 | 1,159 | 1,238 | 1,084 | 1,084 | 463 | 1,554 | 555 | 1,022 | 181 | 9,208 | 51.2% |
| Vaccinations | 14,339 | 888 | 1,085 | 8,389 | 245 | 553 | 110 | 601 | 450 | 636 | 360 | 13,287 | 92.7% |
| Pet micro-chip | 37,718 | 988 | 1,390 | 2,235 | 295 | 400 | 170 | 465 | 475 | 570 | 265 | 7,253 | 19.2% |
| Onsite adoptions | 51,787 | 4,816 | 6,444 | 6,621 | 4,780 | 4,325 | 1,225 | 5,870 | 4,011 | 4,073 | 23 | 42,190 | 81.5% |
| Return to owner-DAC | 6,083 | 782 | 727 | 1,080 | 368 | 996 | 420 | 755 | 683 | 1,614 | 165 | 7,590 | 124.8% |
| Return to owner-CLC | 20,517 | 2,045 | 1,487 | 1,109 | 490 | 375 | 610 | 1,419 | 935 | 2,195 | 1,158 | 11,823 | 57.6% |
| Spay/neuter | 45,588 | 1,515 | 1,139 | 587 | 1,585 | 2,254 | 960 | 3,000 | 1,573 | 2,473 | 863 | 15,949 | 35.0% |
| Dona Ana County | 1,250,000 | 275,003 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 1,072,727 | 85.8% |
| City of Las Cruces | 1,250,000 | 275,003 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 88,636 | 1,072,727 | 85.8% |
| City of Anthony | 6,000 | - | - | 2,415 | - | 3,325 | - | 1,715 | - | - | 1,765 | 9,220 | 153.7% |
| Donations & memorials | 21,263 | 901 | 1,273 | 781 | 1,553 | 1,306 | 1,036 | 4,879 | 626 | 1,461 | 2,659 | 16,475 | 77.5% |
| Grant revenue | 53,853 | - | - | - | 9,997 | 4,528 | 6,700 | - | 3,270 | - | 505 | 25,000 | 46.4% |
| City of Sunland Park | 2,858 | - | - | - | - | - | - | 280 | - | - | (105) | 175 | 6.1% |
| Village of Hatch | 338 | - | - | - | - | - | - | - | - | - | - | - | 0.0% |
| Other revenue | 35,156 | 934 | 1,284 | 630 | 4,869 | 1,297 | 389 | 1,547 | 2,116 | 2,992 | - | 16,058 | 45.7% |
| Investment income | 18,235 | - | - | 4,077 | 1,307 | - | 1,055 | 573 | 1,098 | 492 | - | 8,602 | 47.2% |
| Total revenues | 2,891,343 | 567,651 | 196,871 | 209,127 | 206,467 | 199,917 | 191,450 | 203,168 | 194,505 | 197,105 | 186,625 | 2,352,866 | 81.4% |
| Expenditures | | | | | | | | | | | | | |
| Personnel | 2,128,116 | 112,966 | 162,834 | 162,831 | 240,715 | 162,200 | 161,200 | 151,909 | 154,584 | 156,943 | 226,437 | 1,692,719 | 79.5% |
| Temp agency services | 62,200 | - | 2,800 | 12,846 | 4,472 | 7,222 | 16,579 | 4,962 | 9,143 | 3,983 | - | 62,107 | 99.9% |
| Repairs and maintenance | 33,429 | 1,348 | 926 | 2,146 | 1,257 | 1,658 | 1,285 | 1,503 | 1,206 | 1,739 | 1,444 | 14,512 | 43.4% |
| Services | 298,838 | 15,856 | 8,093 | 22,812 | 44,141 | 17,473 | 38,834 | 25,275 | 26,301 | 29,188 | 15,028 | 242,991 | 81.3% |
| Supplies | 223,847 | 5,334 | 7,049 | 39,689 | 14,796 | 5,850 | 36,344 | 21,463 | 9,600 | 23,914 | 1,380 | 165,419 | 73.9% |
| Insurance | 53,339 | 12,916 | 783 | - | 15,902 | - | 7,677 | 4,804 | - | 6,009 | 1,152 | 49,243 | 92.3% |
| Other | 33,504 | 1,805 | 3,017 | 2,924 | 4,353 | 1,061 | 1,132 | 2,364 | 1,866 | 1,141 | 808 | 20,491 | 61.2% |
| Depreciation | - | - | - | - | - | - | - | - | - | - | - | - | 0.0% |
| Capital outlay | - | - | - | - | - | - | - | - | - | - | - | - | 0.0% |
| Total expenditures | 2,833,273 | 150,225 | 165,592 | 243,348 | 325,636 | 195,464 | 263,051 | 212,280 | 202,720 | 222,917 | 246,249 | 2,247,462 | 79.3% |
| Net Operating Income (Loss) | 58,070 | 417,426 | 11,279 | (34,221) | (119,169) | 4,453 | (71,601) | (9,112) | (8,215) | (25,812) | (59,624) | 105,404 | |
| Transfers | 105,500 | - | - | - | - | 77,500 | - | - | - | - | - | 77,500 | |
| Net Change in Fund Balance | \$ (47,430) | \$ 417,426 | \$ 11,279 | \$ (34,221) | \$ (119,169) | \$ (73,047) | \$ (71,601) | \$ (9,112) | \$ (8,215) | \$ (25,812) | \$ (59,624) | \$ 27,904 | |

Revenues & Expenditures (in Thousands)

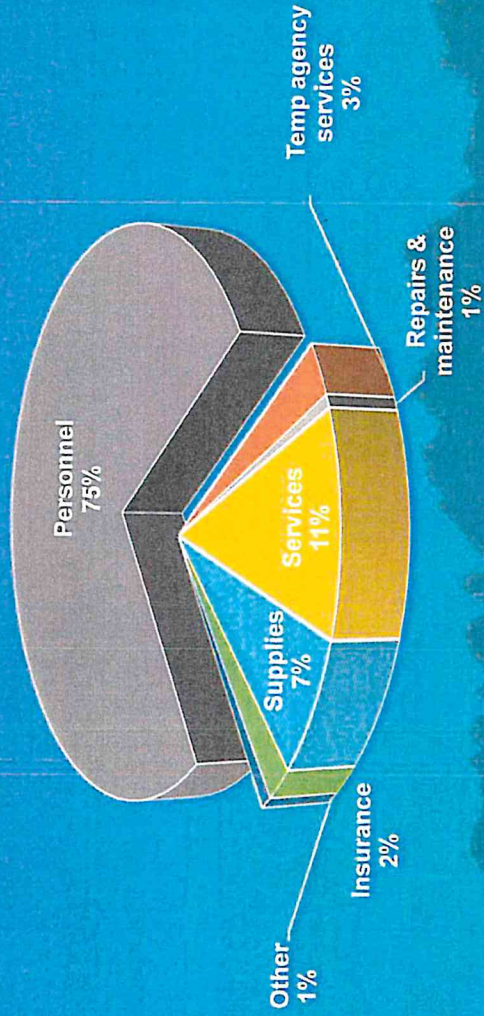


JUL 2019 AUG 2019 SEP 2019 OCT 2019 NOV 2019 DEC 2019 JAN 2020 FEB 2020 MAR 2020 APR 2020

Total Revenues Total Expenditures

YTD Total
Expenditures:
\$2,247,482

% of Total Expenditures



**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of April 30 ,2020**

| Fund | Project | Project Name | Award Amount | Life-to-Date Expenditures | Remaining Balance | Type | End Date | Purpose |
|------|---------|----------------|--------------|---------------------------|-------------------|-------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 7440 | 11864 | Best Friends | \$ 25,000 | 25,000 \$ | - | Local Grant | 7/1/19 to 7/31/2020 | The purpose of the grant is to waive the first-time impound and hold fees in addition to help reduce shelter deaths for cats and dogs. |
| 7441 | 11627 | Stern Donation | \$ 50,000 | 46,435 \$ | 3,565 \$ | Donation | Upon completion | The Kern donation provides funding strictly for costs associated with the renovation of the cat room. |

Amador Espinosa

From: Alfredo Pacheco
Sent: Friday, May 22, 2020 3:21 PM
To: Josie Medina
Cc: Amador Espinosa
Subject: RE: ASCMV

Approved.

Alfredo R. Pacheco
Deputy Finance Director/Finance/Administration



From: Josie Medina
Sent: Friday, May 22, 2020 3:00 PM
To: Alfredo Pacheco
Cc: Amador Espinosa
Subject: FW: ASCMV

Approved

Alfredo- Would you please review an approve so Amador can send to ASCMV?

Thank You,

Josie Medina
Accounting Manager/Finance/Accounting



From: Amador Espinosa
Sent: Friday, May 22, 2020 2:56 PM
To: Josie Medina
Subject: FW: ASCMV

Sincerely,
Amador Espinosa
Accountant/Finance/Accounting



From: Amador Espinosa
Sent: Friday, May 22, 2020 2:13 PM

Animal Services Center of the Mesilla Valley

Monthly Statistics Report-April 2020

| INTAKE | Dogs | Cats | Rabbits | Reptiles | Pocket Pets | Avian E | Avian L, W | Livestock (horse, goat, sheep, pig, donkey) | Wildlife (skunk, bat, coyote, fox, raccoon) | Total |
|---------------------------------------|-------------|-------------|----------------|-----------------|--------------------|----------------|-------------------|-------------------------------------------------------|-------------------------------------------------------|--------------|
| City of Las Cruces | | | | | | | | | | |
| Owner Surrender | 24 | 8 | | | | | | | | 32 |
| Returned Adoptions | 1 | 0 | | | | | | | | 1 |
| Seized/Welfare Hold | 8 | 0 | | | | | | | | 8 |
| Strays (brought in by the public) | 5 | 14 | | | | | | | | 19 |
| Strays (brought in by Animal Control) | 63 | 66 | 1 | | | | | | | 130 |
| Wildlife | | | | | | | | | 6 | 6 |
| Subtotal City of Las Cruces | 101 | 88 | 1 | 0 | 0 | 0 | 0 | 0 | 6 | 196 |
| Doña Ana County | | | | | | | | | | |
| Owner Surrender | 20 | 0 | | | | | | | | 20 |
| Returned Adoptions | | | | | | | | | | 0 |
| Seized/Welfare Hold | 8 | 0 | | | | | | | | 8 |
| Strays (brought in by the public) | 5 | 5 | | | | | | | | 10 |
| Strays (brought in by Animal Control) | 36 | 42 | | | | | | | | 78 |
| Wildlife | | | | | | | | | | 0 |
| Subtotal Doña Ana County | 69 | 47 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 116 |
| Anthony, NM | 1 | 0 | | | | | | | | 1 |
| Hatch | | | | | | | | | | 0 |
| Mesilla | | | | | | | | | | 0 |
| Sunland Park | | | | | | | | | | 0 |
| WSMR | | | | | | | | | | 0 |
| Born In Care | 9 | 7 | | | | | | | | 16 |
| Community Cats | | | | | | | | | | 0 |
| Jurisdiction Unknown/Other | 1 | | | | | | | | | 1 |
| Total Intake | 181 | 142 | 1 | 0 | 0 | 0 | 0 | 0 | 6 | 330 |

| 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 | | | | | | | | | | 0 |
| FTA-Lost Contact | 13 | 4 | | | | | | | | 17 |
| FTA-Stolen From | 1 | | | | | | | | | 1 |
| Offsite-Missing | | | | | | | | | | 0 |
| Offsite-Stolen From | | | | | | | | | | 0 |
| Shelter-Escaped | | | | | | | | | | 0 |
| Shelter-Missing | | | | | | | | | | 0 |
| Shelter-Stolen | | | | | | | | | | 0 |
| Subtotal Admin Missing | 14 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| Adoptions | 40 | 9 | | | | | | | | 49 |
| Expired in Shelter Care | 4 | 1 | | | | | | | | 5 |
| Expired in Foster Care | 5 | 2 | | | | | | | | 7 |
| DOA | | | | | | | | | | 0 |
| Return to Owner | 47 | 1 | | | | | | | | 48 |
| Transferred Out (Rescues) | 94 | 46 | | | | | | | | 140 |
| Community Cats (TNR) | 1 | | | | | | | | | 1 |
| Wildlife Release | | | | | | | | | | 0 |
| Owner Request Euthanasia | 30 | 3 | | | | | | | | 33 |
| Euthanized | | | | | | | | | | 0 |
| Behavior - Aggressive - Dog | 2 | 0 | | | | | | | | 2 |
| Behavior - Aggressive - Human | 1 | 2 | | | | | | | | 3 |
| Behavior - Feral | 0 | 11 | | | | | | | | 11 |
| Behavior - High Arousal Level | | | | | | | | | | 0 |
| Behavior - Problem Eliminator | | | | | | | | | | 0 |
| Behavior - Resources Guarding | | | | | | | | | | 0 |
| Behavior - Timid | 0 | 1 | | | | | | | | 1 |
| Behavior - Timid - Fear Biter | 5 | 0 | | | | | | | | 5 |
| Court Order | 1 | 0 | | | | | | | | 1 |
| Medical Issues General | 2 | 5 | | | | | | | | 7 |
| Medical - Distemper - TX | 1 | 0 | | | | | | | | 1 |
| Medical - Distemper - Non TX | 1 | 0 | | | | | | | | 1 |
| Medical - Distemper - Exposed | | | | | | | | | | 0 |
| Medical - Feiv | | | | | | | | | | 0 |
| Medical - FIV | | | | | | | | | | 0 |
| Medical - HW Positive - TX | | | | | | | | | | 0 |
| Medical - HW Positive - Non TX | | | | | | | | | | 0 |
| Medical - Mange - TX | | | | | | | | | | 0 |

| | Dogs | Cats | Rabbits | Reptiles | Pocket Pets | Avian E | Avian L, W | Livestock | Wildlife | Total |
|--------------------------------------|-------------|--------------|-----------|-----------|-------------|-----------|------------|-----------|---------------|--------------|
| Medical - Mange - Non TX | | | | | | | | | | 0 |
| Medical - Mass | 1 | 0 | | | | | | | | 1 |
| Medical - Neurological | | | | | | | | | | 0 |
| Medical - Organ Failure | | | | | | | | | | 0 |
| Medical - Parvo - TX | | | | | | | | | | 0 |
| Medical - Parvo - Non TX | | | | | | | | | | 0 |
| Medical - Pregnant | | | | | | | | | | 0 |
| Medical - Prolapse | | | | | | | | | | 0 |
| Medical - Respiratory Signs - TX | 2 | 0 | | | | | | | | 2 |
| Medical - Respiratory Signs - Non TX | 0 | 1 | | | | | | | | 1 |
| Medical - Ringworm | 0 | 1 | | | | | | | | 1 |
| Medical - Too Old | | | | | | | | | | 0 |
| Medical - Too Young | | | | | | | | | | 0 |
| Medical - URI - TX | | | | | | | | | | 0 |
| Medical - URI - Non TX | | | | | | | | | | 0 |
| Rabies Suspect | | | | | | | | | | 0 |
| Rabies Suspect - Injured | | | | | | | | | | 0 |
| Rabies Suspect - Wildlife | | | | | | | | | | 0 |
| Rabies Suspect - Sick/Symptomatic | | | | | | | | | | 0 |
| Severe Injuries - General | | 3 | | | | | | | | 3 |
| Severe Injuries - Animal Attack | 0 | 1 | | | | | | | | 1 |
| Severe Injuries - Hit By Car | 0 | 2 | | | | | | | | 2 |
| Space - General | | | | | | | | | | 0 |
| Space - Behavior | | | | | | | | | | 0 |
| Space - Medical | | | | | | | | | | 0 |
| Wildlife - Nuisance | | | | | | | | | | 6 |
| Subtotal Euthanized | 16 | 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49 |
| Euthanasia Rate | 8.8% | 19.0% | na | na | na | na | na | na | 100.0% | 14.8% |
| Total Outcome | 250 | 94 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 350 |

| | | | | | | | | | | | | |
|--------------------|-----------------------------------------|--------------|--------------|------------|------------|------------|------------|------------|------------|------------|-------------|--------------|
| Grand Total | Intake* | 181 | 142 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 330 |
| | Outcome* | 250 | 94 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 350 |
| Statistics | Live Release Rate | 91.9% | 67.9% | na | na | na | na | na | na | na | 0.0% | 82.9% |
| | Euthanized, Expired in Care, DOA | 25 | 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 61 |
| | Average Intake/day | 6.0 | 4.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.2 | 11.0 |
| | Average Outcome/day | 8.3 | 3.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.2 | 11.7 |
| | Average Euthanizations/day | 0.5 | 0.9 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.2 | 1.6 |
| | Average RTO/day | 1.6 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1.6 |
| | Average Adoptions/day | 1.3 | 0.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1.6 |

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2020-13**

A RESOLUTION TO ACCEPT THE \$25,000 CARROLL PETRIE EMERGENCY RELIEF GRANT, AND THE \$10,000 MADDIE’S FUND PET FOSTER CARE STIMULUS GRANT FOR ASCMV, AND ADJUST THE ADOPTED FY2020 BUDGET, ALLOWING THE TWO GRANTS FOR A TOTAL ADJUSTMENT OF \$35,000.

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

WHEREAS, the ASCMV applied for and are recipients of the Carroll Petrie Emergency Relief grant; and

WHEREAS, this grant will be used for recovering lost revenue from shortfalls during the COVID-19 pandemic, and to help cover surgical expenses for spays and neuters once surgeries are resumed after COVID-19 restrictions are lifted; and

WHEREAS, the ASCMV applied for and are recipients of the Maddie’s Fund Pet Foster Care Stimulus grant; and

WHEREAS, this grant will be used to cover expenses in our Foster and Foster To Adopt programs recovering from the impacts of the COVID-19 pandemic.

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

(I)

THAT the FY2020 adopted budget will be hereby amended as shown in Exhibit “A” attached hereto and made part of this resolution is hereby adopted.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY2020 budget for the ASCMV.

(III)

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

PASSED AND APPROVED this 28th day of May, 2020.

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Yvonne Flores, Chair _____ yea nay

Manuel Sanchez, Vice-Chair _____ yes nay

Lynn Ellins, Member _____ yea nay

Kasandra Gandara, Member _____ yea nay

Ramon S. Gonzalez, Member _____ yea nay

Tessa Abeyta-Stuve, Member _____ yea nay

David Dollahon, Ex-Officio Member _____ yea nay

Jeanne Quintero, Ex-Officio Member _____ yea nay

ATTEST:

Amanda López Askin, Ph. D., County Clerk

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2019-20

Exhibit "A"

| | 7440 ANIMAL SERVICES CENTER | | | |
|-----------------------------------------|--------------------------------|------------------|-----------------|------------------|
| | 2019-20 | | | |
| | Original Budget | Amended Budget | Req. Adjustment | Adjusted Budget |
| RESOURCES | | | | |
| Beginning Balance | \$ 242,584 | 242,584 | 0 | 242,584 |
| Revenues | | | | |
| Municipal Gross Receipts Tax | 0 | 0 | 0 | 0 |
| Public Safety Gross Receipts Tax | 0 | 0 | 0 | 0 |
| Hold Harmless Replacement GRT | 0 | 0 | 0 | 0 |
| State-Shared Gross Receipts Tax | 0 | 0 | 0 | 0 |
| Environmental Gross Receipts Tax | 0 | 0 | 0 | 0 |
| County Environmental Gross Receipts Tax | 0 | 0 | 0 | 0 |
| Internet Sales Gross Receipts Tax | 0 | 0 | 0 | 0 |
| Gasoline Tax | 0 | 0 | 0 | 0 |
| Cigarette Tax | 0 | 0 | 0 | 0 |
| Lodgers Tax | 0 | 0 | 0 | 0 |
| Property Taxes | 0 | 0 | 0 | 0 |
| Payment In Lieu of Property Tax | 0 | 0 | 0 | 0 |
| Franchise Fees | 0 | 0 | 0 | 0 |
| Payment In Lieu of Franchise Fees | 0 | 0 | 0 | 0 |
| Licenses, Fees & Permits | 77,608 | 77,608 | 0 | 77,608 |
| Convention Center Fee | 0 | 0 | 0 | 0 |
| Auto License - State Shared | 0 | 0 | 0 | 0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 |
| Charges For Services | 1,490,384 | 1,470,384 | 0 | 1,470,384 |
| Natural Gas Sales - Commodity | 0 | 0 | 0 | 0 |
| Motor Pool Maintenances Charges | 0 | 0 | 0 | 0 |
| Fuel Charges | 0 | 0 | 0 | 0 |
| Intergovernmental | 0 | 0 | 0 | 0 |
| Investment Income | 18,235 | 18,235 | 0 | 18,235 |
| Miscellaneous Revenues | 21,263 | 21,263 | 0 | 21,263 |
| Federal Grants | 0 | 0 | 0 | 0 |
| State Grants | 3,853 | 3,853 | 0 | 3,853 |
| Local Grants | 5,000 | 25,000 | 35,000 | 60,000 |
| Debt Service | 0 | 0 | 0 | 0 |
| Total Revenues | 1,616,343 | 1,616,343 | 35,000 | 1,651,343 |
| TOTAL RESOURCES | \$ 1,858,927 | 1,858,927 | 35,000 | 1,893,927 |
| Expenditures | | | | |
| General Government | 0 | 0 | 0 | 0 |
| Legislative | 0 | 0 | 0 | 0 |
| Municipal Court | 0 | 0 | 0 | 0 |
| City Manager | 0 | 0 | 0 | 0 |
| Legal | 0 | 0 | 0 | 0 |
| Las Cruces Police Department | 0 | 0 | 0 | 0 |
| Las Cruces Fire Department | 0 | 0 | 0 | 0 |
| Utilities | 0 | 0 | 0 | 0 |
| Economic Development | 0 | 0 | 0 | 0 |
| Internal Audit | 0 | 0 | 0 | 0 |
| Administrative | 0 | 0 | 0 | 0 |
| Human Resources | 0 | 0 | 0 | 0 |
| Financial Services | 0 | 0 | 0 | 0 |
| Information Technology | 0 | 0 | 0 | 0 |
| Fleet | 0 | 0 | 0 | 0 |
| Operations | 0 | 0 | 0 | 0 |
| Parks & Recreation | 0 | 0 | 0 | 0 |
| Community Development | 0 | 0 | 0 | 0 |
| Quality of Life | 0 | 0 | 0 | 0 |
| Public Works | 0 | 0 | 0 | 0 |
| Animal Service Center | 2,828,273 | 2,833,273 | 35,000 | 2,868,273 |
| Total Expenditures | \$ 2,828,273 | 2,833,273 | 35,000 | 2,868,273 |
| Other Resources | | | | |
| Operating Transfers In | 1,250,000 | 1,250,000 | 0 | 1,250,000 |
| Operating Transfers Out | (28,000) | (105,500) | 0 | (105,500) |
| Total Other Resources | \$ 1,222,000 | 1,144,500 | 0 | 1,144,500 |
| Accrual Adjustments | 0 | 0 | 0 | 0 |
| ENDING BALANCE | \$ 252,654 | 170,154 | 0 | 170,154 |