



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

AGENDA

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Thursday, November 8th, 2018 at 9am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

- I. Call to Order & Pledge of Allegiance**
- II. Roll Call of ASCMV Board Members and Determination of Quorum**
- III. Changes to Agenda and Approval of Agenda**
- IV. Minutes**
 - a. Approval of the Minutes from the regular ASCMV Board Meeting held October 11th, 2018.
- V. Reports/Presentations**
 - a. City and County ACO Reports – City Animal Control and County Animal Control
 - b. Shelter Statistics/Quarterly Report/Shelter Activities/Educational and Spay/Neuter Initiatives – Clint Thacker
 - c. Committee Reports
 1. Finance – David Dollahon, Committee Chair
 2. Executive – Kasandra Gandara, Committee Chair
 3. Facilities – Greg Smith, Committee Chair
 - d. Zero In 7 Update
- VI. Action Items**
 - a. Resolution 2018-25 – Approval of ASCMV Pay Raises
- VII. Public Input**
- VIII. Chair and Board Comments**
- IX. Adjournment**

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **October 11, 2018 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Kasandra Gandara - Chair (arrived 9:04)
8 Jess C. Williams - Vice-Chair
9 Jack Eakman - Board Member
10 Billy Garrett - Board Member
11 David Dollahon - Ex-Officio Member

12
13 **BOARD MEMBERS NOT PRESENT:**

14 Ramon Gonzalez - Board Member
15 Gregory Z. Smith - Board Member

16
17 **I. Call to Order & Pledge of Allegiance (9:03 PM)**

18
19 Williams: Good morning. It's 9:03, Thursday, October 11th. This is the regular
20 monthly meeting of the Board of Directors of the Animal Services Center
21 of the Mesilla Valley. I would like to call the meeting to order and ask you
22 all to join me with the Pledge of Allegiance.

23
24 ALL STAND FOR PLEDGE OF ALLEGIANCE.

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

27
28 Williams: Thank you. That brings us to item roll call. Would you please call the roll
29 Ms. Baum?

30
31 Baum: Board Member Dollahon.

32
33 Dollahon: Here.

34
35 Baum: Board Member Gonzales is absent. Board Member Eakman.

36
37 Eakman: Present.

38
39 Baum: Board Member Garrett.

40
41 Garrett: Present.

42
43 Baum: Board Member Smith is absent. Board Member Williams.

44
45 Williams: Here.

1 Baum: And Chairperson Gandara is absent.

2

3 Williams: Thank you for that. Because of the way our bylaws are written Board
4 Member Dollahon who is normally an Ex-Officio member can serve as a
5 voting member in order to make up a quorum, therefore, we do have a
6 quorum.

7

8 **III. Changes to Agenda and Approval of Agenda**

9

10 Williams: That moves us then to item three, changes to the agenda and approval of
11 the agenda. Do I have a motion to approve the agenda?

12

13 Eakman: So moved.

14

15 Garrett: Second.

16

17 Williams: I have a motion by Board Member Garrett and a second by Board Member
18 Eakman. And let the record reflect that Chairwoman Gandara has arrived.
19 Ms. Baum would you please poll the Board?

20

21 Baum: Board Member Eakman.

22

23 Eakman: Yes.

24

25 Baum: Board Member Garrett.

26

27 Garrett: Yes.

28

29 Baum: Board Member Williams.

30

31 Williams: Yes.

32

33 Baum: Chairperson Gandara.

34

35 Gandara: Yes.

36

37 Williams: The meeting is yours Madam Chair.

38

39 **IV. Minutes**

40

41 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
42 **September 6, 2018**

43 **B. Approval of the Minutes from the Special ASCMV Board Meeting held**
44 **October 5, 2018**

45

1 Gandara: We need to approve the minutes for the regular ASCMV Board Meeting
2 held September 6, 2018 and October 5th.
3
4 Eakman: I would move approval of both sets of minutes.
5
6 Gandara: Okay.
7
8 Garrett: Second.
9
10 Gandara: Alright we have a first by Board Member Eakman and a second by Board
11 Member Garrett. Becky.
12
13 Baum: Board Member Eakman.
14
15 Eakman: Yes.
16
17 Baum: Board Member Garrett.
18
19 Garrett: Yes.
20
21 Baum: Board Member Williams.
22
23 Williams: Yes.
24
25 Baum: Chairperson Gandara.
26
27 Gandara: Yes.
28

29 **V. Reports/Presentations**

30
31 **A. City and County ACO Reports - City and County Animal Control**

32
33 Gandara: Okay. Next are our Reports and Presentations City and County ACO
34 Reports. I see both of you are here. Good morning. Who would like to go
35 first? County? Hi.
36
37 Ward: Good morning Chair and Board Members. Mary Lou Ward, Animal
38 Control and Codes Supervisor for Doña Ana County. And today we're
39 going to report on our September reporting for Doña Ana County Animal
40 Control reporting. And on this report right here you should all have a copy
41 of the report. If we look at this one, this first copy right here shows the
42 reporting of our total call for Animal Control and Codes service calls was
43 872 calls. Of course our codes calls I always like to include that because
44 we do both, was 291, so it gave us a total of 963 calls.
45 Our animals returned to the owners were 173 animals we've
46 returned to the owners in the field for the month. We picked up 300

1 animals in the field. We scanned 302, of course that was a little more
2 because sometimes people call us to their homes just to scan an animal
3 that doesn't necessarily mean might pick them up so we do offer that
4 service as well to the public. We found 43 microchips and there were 315
5 unrestrained animal calls.

6 If you go to the second report it pretty much has the same thing
7 except it goes a little bit more in detail about the animals that were picked
8 up. The animals that were picked up there were 147 that were in custody
9 that people called that the animals were already in their custody that
10 called for us to pick them up and owner releases of those animals were
11 nine dogs that were owner released to the officers by the constituents.

12 Now if you go to this one, this is the one that really highlights
13 everything. The animals that we picked up of course we go through the
14 total number of calls of services which I mentioned earlier, I like to
15 highlight the number of animals we return to the owners because I like to
16 brag about that number because that number is higher than it was last
17 year at this time. If you look at last year's number that was like 85 since
18 September of this year at this time of the year. So we're at 173 so that's
19 about 103.5% increase of what we've done since last year. And I always
20 like to bring one of our officers and showcase our officer whose done the
21 most RTOs and Brian has really been showcased here several times
22 because Brian has really been going above and beyond out in the field of
23 returning animals to the owner. Brian by himself last year, I mean last
24 month did 47 animals, he returned all by himself to the owners. So I want
25 to thank Brian, I kind of gave him a challenge and I said, "I challenge you
26 to 50 animals Brian" and he came so close to it. His unit got a flat at the
27 end of the month and he was like "Oh darn it, if I could have just gotten my
28 unit from being flat, I might have made that 50 challenge". So he was so
29 close. I really thank Brian for that. He was really trying really hard to get
30 to that number so the officers take it really serious on that. So I really
31 want to thank them for that. Our office takes it very seriously on those
32 numbers. So those are the numbers. We picked up 300; nine were the
33 owner-release, of course, the officers responded to 61 vicious dog calls,
34 43 bite calls, 26 injured animals, 11 snake calls, they prepared seven
35 specimens for rabies submissions and of course 28 dead animals. And
36 with that I'll stand for any questions.

37
38 Gandara: Board Member Eakman.

39
40 Eakman: Yes. Thank you so much for the report, it's very clear and I appreciate it.
41 I'm curious about the bite calls. Do we have any way of looping the bite
42 calls to see who might have gotten treatment; whether a rabies test was
43 done, the health of that person? Do we have any loop with that or is that
44 just not a part of the system?
45

1 Ward: Well the rabies testing was seven tests, there were seven testings that
2 were done because the seven specimens were seven. That was only
3 those seven. The only time we'll test an animal for rabies is if the animal
4 is suspected of having rabies. So say an animal has bitten somebody and
5 we cannot clarify whether that animal has been vaccinated and there is a
6 chance that that animal might be suspected of rabies then that animal will
7 be tested for rabies. There were seven chances of that. Now that rabies
8 specimen could include a bat or some other type of animal in that
9 specimen. Anybody else on that bite would include just dogs or cats or
10 anything else.

11
12 Eakman: Very good. Is there a way of tracking animals who may be a repeat
13 offender?
14

15 Ward: A repeat offender? We can track that. Yes we can. This month I don't
16 believe we had any repeat offenders on this registry. In the past we have
17 had some repeat offenders. Right now we do have one dog, one case
18 with us that we are actually getting ready to petition the courts that we
19 have gotten five bite cases from this one individual that we're petitioning
20 the courts. It's a really difficult case because we have, they have a total of
21 nine dogs. The individual lives in Santa Teresa area. They don't keep
22 their dogs confined and so we have actually charged them several times.
23 So it's hard to, and when they don't keep those dogs confined they're
24 letting the entire pack of dogs run loose. So when individuals go out
25 walking they're allowing the pack of dogs to run and attack someone. So
26 then we quarantine the whole pack. So it is really hard that way and when
27 we have to petition the courts or get a warrant we're getting a warrant for
28 all nine dogs. So that's been a really difficult challenge for us and for the
29 courts because you don't normally see something like that. You usually
30 see if for one individual dog or maybe two dogs, but not on a case where
31 it's hard to identify which dog is the aggressor dog on these cases. And
32 so when one dog is the aggressor dog normally they all got out there. So
33 that's really the only case we have right now where we have repeat
34 offender on that type of thing.
35

36 Eakman: I really appreciate your response. I was curious if we were tracking those
37 sorts of things and we are. I was not wanting to put any new jobs on
38 people, I was just wondering what system is in place. Thank you.
39

40 Ward: Yes, we are tracking that and we also are tracking when we have animals
41 killing livestock or vicious and are dangerous the dog types and you know
42 the species of animals.
43

44 Eakman: Thank you.
45

46 Ward: Thank you. Any other questions?

1
2 Gandara: Board Member Garrett.
3
4 Garrett: Thank you Madam Chair. Thank you for the presentation and
5 congratulations on the 47. The way that the information is presented to
6 us, some of these categories are sort of nested in the other categories.
7 So for example the number of animals picked up is the larger number and
8 then you have the scanned, ideally would be within that. I mean do you
9 scan dead animals as well?
10
11 Ward: Yes.
12
13 Garrett: Okay, so that's why the scanned animals is the larger number than the
14 animals picked up.
15
16 Ward: It could be, but we also go to individuals homes where they might find an
17 animal that we might not take with us. And they might just keep that
18 animal and they might want us to scan it because they're looking for that
19 home, but that doesn't necessarily mean we are taking that animal with us.
20 We might be looking for that individual owner of that animal as well.
21
22 Garrett: Okay and for example chips found 43, that would be a subset of scanned.
23
24 Ward: Yes.
25
26 Garrett: All right. Are IDs things that are other than chips?
27
28 Ward: Those are like visual IDs.
29
30 Garrett: And IDs traced. What does that mean?
31
32 Ward: That means that there's an Identification tag that they had whether we got
33 to trace it back to an individual and find the owner or not. Sometimes they
34 have an identification on them and maybe it's an old number, an old
35 identification and we can't find out who it belongs to. Sometimes we can
36 find out we can track back to who it belongs to and we can find their home
37 that way.
38
39 Garrett: So does IDs traced include chips and IDs?
40
41 Ward: IDs traced just includes identification on who we found it back to. Who we
42 traced their owners.
43
44 Garrett: Okay. I'm just going to suggest that because of the way that these
45 numbers are overlapping in a sense, it's not really a pie chart.
46

1 Ward: Okay.
2
3 Garrett: Because the pie chart tends to be aggregated; this is the total number and
4 this how it's all divided up and in fact I think it's actually more important
5 and more interesting to show how these things are related to one another
6 and so there's maybe a different way graphically to represent that.
7
8 Ward: Okay.
9
10 Garrett: I think the other thing that would be helpful is if you already have the data,
11 is actually to give us the numbers on vicious or dangerous, on bite, the
12 number of bite calls and how that's related; cruelty, dead animals all that
13 sort of. In some ways it could just be a table that just shows the numbers.
14 I would be satisfied with that.
15
16 Ward: Okay.
17
18 Garrett: But where you have overlaps I think that's a very interesting thing for
19 people to see and it also makes the point that the more we can get
20 animals identified the easier it is to return them. And so we just want to be
21 able to see that number in terms of identification or ability to identify go up
22 over time so that would help us and help you do that part of the program.
23
24 Ward: Okay.
25
26 Garrett: Thanks.
27
28 Ward: Thank you.
29
30 Garrett: Thank you Madam Chair.
31
32 Ward: Any other questions?
33
34 Gandara: No Mary Lou thank you so much. And congratulations Brian we always
35 appreciate your hard work and I know you're going to meet the 50, right,
36 that's probably the next challenge for you.
37
38 Ward: Thank you.
39
40 Gandara: Good morning Gino.
41
42 Jimenez: Good morning. Madam Chair, Member of the Board. My name is Gino
43 Jimenez. I am the Animal Control Supervisor for the City of Las Cruces. I
44 will be giving you my presentation or my numbers for September 2018.
45

1 As you can see by my report we responded to 582 stray calls. Of
2 those 274 of them were strays and we did impound 308. Of those, 251
3 were impounded at the shelter, 166 were dogs and 85 were cats. We
4 were able to field RTO 57 and we had 27 unsuccessful field RTOs, for a
5 total of 84 identifiable animals. So those 27 had some sort of ID on them.
6 So nobody was home, we could not find the pet owner at that time so
7 therefore they were impounded at the shelter.

8 On my next slide you can see our three year comparison. Pretty
9 equal as the years passed for 582.

10 Here is our four year field RTO comparison. This year, this month
11 we're a little bit high. Hopefully that trend continues. It's surprising with
12 this time of year that our number went that high. Usually as the cold
13 weather hits our numbers tend to dip. I will stand for any questions.

14
15 Gandara: Board Member Eakman.

16
17 Eakman: Thank you Madam Chair. Would you once again go back to unidentifiable
18 stray animals? So is it 582 minus 84?

19
20 Jimenez: The 582 is the total number of calls that we've responded to.

21
22 Eakman: Okay.

23
24 Jimenez: And the total 84 is the ones that were wearing tags, they had a microchip
25 or something of that sort. So the 582 is the total number. We may not
26 have come in contact with those animals as 272 of them were GOA.

27
28 Eakman: So is it 308 minus 84?

29
30 Jimenez: Yes sir.

31
32 Eakman: That's staggering. Thank you so much.

33
34 Jimenez: You're welcome.

35
36 Gandara: Anybody else? Thank you Gino.

37
38 Jimenez: You're welcome. Thank you.

39
40 **B. Shelter Statistics and Activities/Educational and Spay-Neuter Initiatives**
41 **- Bernice Navarro**

42
43 Gandara: Next on the agenda will be Bernice Navarro. She will be doing the shelter
44 presentation.

1 Navarro: Good morning Chairperson Gandara, Members of the Board. My name is
2 Bernice Navarro the Administrative Operations Manager for the ASCMV.
3 I'm up here today because Mr. Thacker is at a training conference in
4 Denver. So after today I'm not going to allow him to leave on a Board
5 meeting day ever again.

6 First and foremost, I think most everybody here knows that there
7 was an incident with one of our rescue partners, Kelly Barker from
8 UNcaged Paws. She did end up in the hospital. We do not have official
9 word as to how she is doing. The last we heard she was coming back to
10 Las Cruces for some therapy, but we don't have an actual official word
11 from her yet as to how she is doing. But we do send our thoughts and our
12 prayers to Kelly. We really appreciate everything that she has done for us
13 and we hope for a very very quick recovery for her.

14 So we will begin with our statistics. As we noted last month, we are
15 wanting to report the previous month's numbers so for this meeting today
16 we will be catching up a little bit. We will report both the August and the
17 September numbers and then from here on forward we will be reporting
18 the previous month's numbers so we can stay current with that
19 information.

20 So just briefly for the August intake and the majority of our intake
21 does come from the City of Las Cruces and the County. They are actually
22 pretty close in the numbers that they bring into the shelter, 463 for City
23 and 430 for County. We did have a total intake of 927 animals that came
24 in in August. That is starting to go back down just a little bit now as we're
25 getting out of the summer months. So it has decreased from July and
26 hopefully we'll see a continued trend to do that. As you can see 2017 vs.
27 2018, for this year we did have just a little bit less 927 vs. 949 from 2017.
28 So that trend does continue just a little as the years are going by.
29 Hopefully we'll continue to do that decrease the intake.

30 The outcomes for August, we did have 197 adoptions, 110
31 reclaimed, 190 rescues. We did have a higher euthanasia rate as we do
32 know that's when we started with the distemper issue so we did have a
33 little bit higher euthanasia. That brought our live release rate to 61.4% in
34 August. And as you can see in the comparison, even with what was going
35 on at the shelter and everything, we did manage to have just a slightly
36 higher live release rate on that and a lot of that has to do with continued
37 efforts of the rescue partners that we do have here. We did have a lot of
38 our local rescues that continued to pull animals and to assist with
39 everything that was going on, so we do thank them because that really did
40 help a lot too. August licensing for this year the number of licenses for the
41 month of August was 427, which was down just a little bit from that of last
42 year.

43 Then on to September, for September the total intake was 869, so
44 as you can see that did drop just a little bit further, 429 from the City of Las
45 Cruces and 410 from the County. As you can see this number for
46 example for the City of Las Cruces 429 that's different than what Gino

1 reported that is simply because we include both what's from Animal
2 Control and that what is brought in from the community. So that's the total
3 of all from the City and from the County.

4 The total number of intakes did increase just a little bit from last
5 year to 869 from 830. As you can see we have had quite an increase in
6 the number of cats that come in too.

7 September outcomes total of 165 adoptions, 116 reclaimed, 228
8 rescued. Now our euthanasia rate did go back down so we are down to
9 18.4% for the month of September and the live release rate is at 76.5%.

10
11 Dollahon: Madam Chair.

12
13 Gandara: Board Member Dollahon.

14
15 Dollahon: Bernice, 76.5 and 18.4 doesn't add up to 100%.

16
17 Navarro: 18.4 is the euthanasia rate.

18
19 Dollahon: But then the live release, don't we have the euthanasia rate and the live
20 release rate to get 100%?

21
22 Navarro: No, they're two totally separate items. That's okay.

23
24 Gandara: Now you're really going to refuse next time. Right?

25
26 Navarro: That's okay.

27
28 Gandara: Sorry Bernice

29
30 Navarro: Okay. So any other questions for the numbers for August and
31 September?

32
33 Gandara: I don't see any. Bernice you can proceed. Thank you.

34
35 Navarro: Alright, so we'll go onto the volunteers. Again we like to thank everybody
36 that volunteers for us. Without them we really couldn't do everything that
37 we're doing right now. As you know we did send several of the dogs that
38 we had out of the shelter, we sent them temporarily to the Fair Grounds to
39 be housed as we were doing some deep cleaning in the kennels. These
40 are some of the volunteers that went out there to help while they were at
41 the Fair Grounds. I do want to let everybody know that all of the dogs that
42 went out to the Fair Grounds either were adopted or entered into foster
43 homes so none of the dogs came back into the shelter, so we were very
44 very grateful for that.

45 For September we had a total of 887 volunteer hours with 255
46 volunteers. As you can see our adoption events really had the bulk of all

1 of those hours. We get tremendous help from them always going to all of
2 our off-site adoption events. We did have a couple of extra ones for this
3 past month, for September, we went to the Dog'Cruces Expo and actually
4 the Southern New Mexico State Fair we didn't have any animals out there,
5 but we did have a booth out there, but we continued at KIA and Harley
6 Davidson and the usual adoption events that we have. So you can see
7 there's a tremendous amount of hours that the volunteers put at the off-
8 site events. There are a few more pictures. You can see Gary there on
9 the left that's where he was set up at the booth at the State Fair and some
10 of our other volunteers helping take care of the animals.

11 Continue our numbers, the cat care teams always put in a lot of
12 hours to take care of the cats that we do have off-site at Pets Barn and
13 Petco. County Cats, they're always taking good care of the cats every
14 time I go by there I see them playing so they're being well taken care of I
15 know that. Photography teams they put in a lot of hours. We see them
16 there at the shelter all the time and they do such an excellent job on that.
17 The fosters, currently we have 30 families with 56 animals and we do have
18 one family that is surrender to foster with three animals.

19 There's a good example of the work that our photography team
20 does there, some of our available kitties.

21
22 Williams: Thank you Bernice. Any comments from the Board?

23
24 Navarro: Okay. Spay and neuter initiatives, currently we do have 267 animals in
25 the foster-to-adopt program. As we was stated previously we are working
26 on trying to get the spays and neuters of all the animals that are in the
27 shelter. I do know that we're going to have a week in November that we're
28 dedicating strictly for the shelter animals to spay and neuter them, and
29 hopefully that will assist in trying to get this number down so that way
30 people can adopt animals that are already spayed and neutered and we
31 don't have to count on them bringing the animals back to get them spayed
32 and neutered. Affordable surgeries in September was 137. The total
33 number of surgeries in September was 286; 137 for the public, 63 for the
34 adoptions, and 86 that were done from within the shelter.

35 Our educational initiatives as you can see this is Spots, this is our
36 Pet of the Week. This is one of the things that we do like to do is
37 advertise who is our Pet of the Week so that is Spots and he's still
38 available at the shelter. He's a real fun dog.

39 So in September we did have a total of 2,514 people that came in
40 to the shelter, that is quite a bit less than we had in the last couple of
41 months, so the number did drop quite a bit. I think part of that too is
42 starting back with school and things like that. Total visitors to the adoption
43 side was 1,428. The total number to the reclaim side was 1,086, most of
44 them looking for missing pets.

45 We continue to do our spots on the radio, 101GOLD, Magic 105,
46 ZIA Country, that is a very important venue for reaching out to the

1 community, that's where we have a representative, it's usually Dominique,
2 our Volunteer Coordinator, or one of our front office staff that they will take
3 a pet to the radio station and they do promote the Pet of the Week. And
4 they talk about any of the special adoption events, things like that that are
5 coming up so that is very important. Continue with our advertising
6 campaign with Wilson Binkley. Dog'Cruces Magazine, American
7 Classifieds always have something about the Shelter. I don't know if
8 everyone has checked out the website or the Facebook page, but I
9 encourage you to do so. We have a lot of special live-feeds from our
10 adoption events that happen on Facebook and different things like that, so
11 I encourage you to go to those sites and like our page and join in the fun.

12 The DAC Senior Program we did have them assist with five dog
13 adoptions and one cat adoption for September. So that did go back up
14 just a little bit. Part of the outreach also includes the training that we are
15 trying to get to all of the staff at the Shelter. It's not just the Director, it's
16 not just the Supervisors we are trying to encourage anyone that is working
17 at the shelter, if they see some type of training, or anything that they are
18 interesting in to let us know so that we can promote that training and help
19 us to provide better care for the animals. Right now like we said Mr.
20 Thacker is at the NACA, National Animal Care & Control Association
21 Training Conference and we do have two of our animal caregivers that are
22 out there with him right now too, so they're getting a lot of information
23 hopefully they'll be able to bring back and share with the shelter.

24 This is just some of the advertisement and some of the flyers that
25 we have out as you all know this is Pit Bull Awareness Month for the
26 month of October, so we are waiving the fees for the adoptions for the Pit
27 bulls for all of October and all of the other large breeds are half off for that.
28 There it shows the Pit of the week, Spots. We also do have a cat special
29 that's going on to advertise our Spooktacular Kitties at the shelter and their
30 adoption fees are at half price right now, so \$25.00 fees for the adoptions
31 for cats. There are some of our little kitty friends from the shelter. That's
32 the report. If you have any questions.

33
34 Navarro: Thank you Bernice. Any questions? Yes, Board Member Garrett.

35
36 Garrett: Thank you Madam Chair. Thank you for the report. How much does
37 Spots weigh, do you have an idea?

38
39 Navarro: I really don't, I'm guessing maybe 40 lbs somewhere around there.

40
41 Garrett: So he's not super big.

42
43 Navarro: No he's not very big.

44

1 Garrett: Okay. The other question I had, if you could go back to page 25 or 26,
2 this has to do with what people are there for, right, so the medical could
3 you elaborate a little bit on what medical means?
4

5 Navarro: Medical entails anyone that's bringing their animal in for spaying or
6 neutering. If they are a foster-to-adopt for any type of treatments, if
7 they've been sick they come in to see the Medical Director or one of our
8 techs to give them any type of medication that they're on. Also if they're
9 due any vaccinations before we do the final spay and neuter on them.
10 That's also under the medical when they come in to see any of the
11 medical area for any of those reasons.
12

13 Garrett: So those are medical that are tied in with the Shelter programs.
14

15 Navarro: Right.
16

17 Garrett: This is not drop in.
18

19 Navarro: Correct, yes.
20

21 Garrett: Okay. And with the spay and neuter if someone is interested, is that can
22 they contact the Shelter directly to do that or do they need to work through
23 advocacy groups? What's the process?
24

25 Navarro: The best way is to go to the ASCMV website and there is a link on there
26 that you can fill out the form for a spay and neuter and if you just submit
27 that then the Coordinator will contact you to get that scheduled. Of
28 course, if you don't have access to a computer, you can always call the
29 shelter and if the Coordinator is busy we'll just take the message and have
30 her contact you so that we can get that scheduled, so either way.
31

32 Garrett: Okay. Then on the next page there's euthanasia and cremation, in
33 particular with euthanasia the shelter has policies regarding how that's
34 handled and if somebody brings in a healthy dog that you think might be
35 adoptable is there a counseling process that's involved prior to accepting
36 the animal for euthanasia?
37

38 Navarro: We do a small bit of counseling right now. The front office is trained to talk
39 to the person and ask what is the reason, why they're releasing them. If
40 they just don't feel that they can care for them anymore, we do advise
41 them that they will not necessarily be euthanized unless there is a medical
42 condition that can't be treated or if they are very very old and it's in the
43 best interest of the animal. We do try to encourage those that you know if
44 they're not able to care for them anymore you know to either if they can re-
45 home the animal or we will try to get it in our adoption program, one of our
46 fosters, but the euthanasia, on here, this number here is those that have

1 actually just requested for you know if they're sick, if the animal is sick or if
2 they're extremely old and we actually do the euthanasia for them.

3
4 Garrett: Okay and is that policy and the process and all that available for people
5 online to understand that before they go?

6
7 Navarro: I'm not sure what information is on there. I can check.

8
9 Garrett: I think that would be worthwhile looking at.

10
11 Navarro: If it's not on the website absolutely we can get that on there.

12
13 Garrett: Very good, thank you. Thank you Madam Chair.

14
15 Gandara: Thank you Board Member Garrett, anybody else? Thank you Bernice, so
16 much you did awesome.

17
18 Navarro: Thank you.

19
20 Gandara: Love to see you again do it. No? Okay. I'm trying, I'm trying.

21
22 **C. Committee Reports**

23
24 **1. Finance - David Dollahon, Committee Chair**

25
26 Gandara: Hi. Good morning. Financial report.

27
28 Espinosa: Good morning Madam Chair, Members of the Board.

29
30 Gandara: Reminder me of your name again.

31
32 Espinosa: Yes, ma'am, just a minute.

33
34 Gandara: Okay.

35
36 Espinosa: Once again good morning Madam Chair, Members of the Board. My
37 name is Amador Espinosa and I am one of the Financial Analysts for the
38 City of Las Cruces Finance Department and I'll be presenting the Financial
39 Statements for the month of September 2018. General Fund Balance
40 sheet highlights, well for the month of September there is \$589,000 in
41 cash balances. There is an \$88,000 accounts receivable for the Doña
42 Ana County outstanding. Total liabilities should be at \$74,000 and fund
43 balance reserve is \$249,000 and unassigned is \$356,000. Operational
44 highlights the total revenues for the month of September is \$988,000.
45 Total expenditures is \$604,000. Budget parameters for the month of
46 September is at 25%, operating revenues is at 20.2%. As you can see

1 we're above average in our revenues that's due to the Doña Ana County
2 contribution and also the City of Las Cruces contribution. As far as
3 operating expenditures we are below the 25% budget parameter.

4 Slide number four gives you a graphical illustration of the \$1.2M
5 contribution or appropriation based on the Joint Powers Agreement for the
6 City of Las Cruces and also Doña Ana County. And the actual revenues
7 for that month at \$452 each and then of course the 21.4% for other
8 revenues received.

9 Again the graphical illustration for the expenditures for the month of
10 September, everything is within the budget parameters of 25% with the
11 exception of the insurance which is 3.3% over. That's the Berkley
12 insurance where we pay the insurance premium in advance instead of
13 allocating it through a 12-month period. We just recognized it as
14 expenditures for that month.

15 Capital Project Funds there is a cash balance of approximately \$1
16 million. Liabilities there is a, not necessarily liabilities, but there are
17 revenues collected in advance for \$77,000 that's a PetSmart grant that
18 hasn't been expended or utilized. And total liabilities of fund balance is of
19 course at about \$1 million.

20 Madam Chair and Board Members. In your packet page number
21 seven during a Finance Committee last month they requested a schedule
22 of grants and donations. It lists the name of the grantor, it lists the amount
23 of the donation and grant award, any year-to-date activities, a period of
24 availability and also a purpose of that specific grant or donation for your
25 review.

26
27 Gandara: Thank you Mr. Espinosa. Appreciate it.

28
29 Espinosa: Thank you.

30
31 Gandara: Any questions? Mr. Dollahon.

32
33 Dollahon: Madam Chair, Members of the Board. Good morning. We had a short
34 Finance Committee meeting actually in September. We will have one
35 scheduled next week. There are a couple of things that we want you to be
36 aware of that are on the horizon.

37 First and foremost the City Human Resources Office did a class
38 and compensation Study that included class and compensation of ASCMV
39 personnel pay. Steve Montanez from ASCMV will be working with our
40 budget and human resources office to analyze the financial impact of that
41 both from a pay increase and the corresponding benefits associated with
42 that. With a pay increase there are employer obligations to FICA, Social
43 Security and PARA retirement that will have to be analyzed. So we will be
44 looking to have that discussion started and hopefully finalized on at next
45 week's Finance Committee meeting, but I'm not making any guarantees.
46 Our hopes is to analyze what that budgetary impact is and bring forward a

1 resolution back to the Board to authorize associated pay increases and
2 budget adjustments. That will need us to look at where we may have to
3 cut operating budget to account for payroll increases. I don't know, I don't
4 have any sense of what those numbers are right this minute. Both pay
5 and the associated benefits, so we hope to have more information to bring
6 forward a resolution at the November meeting to authorize the pay
7 increases and the associated budget adjustments to take effect with the
8 first pay period in December. We may not be able to make that deadline,
9 but we're working toward that at some time before the end of the calendar
10 year because I feel it's important for staff morale and maintaining staff to
11 give them what they're due, especially pay increases.

12 The other thing that I've asked for our finance staff and for
13 accounting budget and ASCMV staff starting in November at the
14 November Finance Committee meeting we will be looking at revenues in
15 great details as compared to expenditures. I'm going to go back on a
16 slide. The issue is not with the City and the County's contribution it is with
17 this other revenue contribution. As we do budget adjustments and we
18 have budgeted a very tight budget for this fiscal year, if other revenue is
19 not coming in we need to be prepared to hold off on certain expenses
20 unless that revenue is actually on track or coming in. So that will be a
21 discussion that we have coming in starting at the November Finance
22 Committee meeting because we have to be able to plan to make an
23 expenditure or to not make an expenditure from an operating stand point
24 based on those revenue numbers coming in. We're already, our budget
25 was approved to tap into available unrestricted fund balance and we need
26 to be cautious of that, so we are going to monitor that closely. So that's all
27 that I have from a Finance Committee standpoint. Things for you to be
28 aware of coming forward. And we may need to also discuss the pay
29 adjustments at the Executive Board meeting, but I'll share that with Mr.
30 Thacker and you will know what's coming ahead from the Executive
31 Committee's perspective.

32 One other item on the next segue if you're prepared, we do have
33 staff from the City's Public Works Department that can give us a brief
34 overview of the construction project as part of the facilities discussion and
35 that's Mr. Mike Kinney whenever you're ready Madam Chair.

36
37 Gandara: Thank you Mr. Dollahon.

38
39 **2. Executive**

40
41 Gandara: Briefly our Executive Board meeting met on October 5th to build the
42 agenda, but also to prepare for our work session that we had last Friday.
43 We did speak to, because I was aware of the class compensation study,
44 but didn't have a lot of details, so made the Executive Board aware of
45 some of that and what, you know, to look forward to if you will.

1 **3. Facilities**
2

3 Gandara: And then I'm happy that there is somebody here from Public Works,
4 appreciate that, but Board Member Smith did leave some items to report
5 and that is: That the schedule for addition of the construction they need
6 ten extra days and are shooting for January 26th completion date.
7 Footing poured Friday, October 5th so they are underway. Sewer under
8 the small puppy room kennel had issues, but room and the kennel should
9 be back online by 10/11. The third point the sewer lines both cast iron and
10 PCB were scanned and major lines were jetted which has improved
11 drainage in kennels. Point four, plans for future construction of the new
12 main building met with GO Bond group on Friday 10/5. Project Manager
13 for all the GO Bond Projects is supposed to be selected by 11/05. The
14 new distemper protocol is working well. Feeding animals in bowls, special
15 Science Diet shelter from the pet program starting. Blue Buffalo has sent
16 large amounts of food so some is being shared with APA to distribute to
17 situations where there is need. And point seven, is asbestos and lead
18 paint tests have been done at the down-under house and results should
19 be back by the time of the meeting. I haven't heard of that, of any updates
20 and working a live video feed of current construction. So that is his points
21 and so if you would like to come up and talk from the Public Works
22 perspective. Welcome and good morning.
23

24 Kinney: Good morning I appreciate the opportunity to be here today. My name's
25 Michael Kinney, I'm with the Project Manager of the Public Works
26 Department. Here this morning with my Supervisor Mr. Alex Flores.
27 Basically just a brief overview, the actual start, official start date of the
28 project was July, 30th. The contractor did not mobilize or actually start
29 work onsite until August 8th so we're 73 days into the 180-day contract
30 which is about 40% of the timeline. The actual work on the site is about
31 33% complete. Yesterday morning or last week they poured the concrete
32 footers and then yesterday morning, what they call the stem wall. On
33 Monday the contractor reports that on Monday morning they'll be pouring
34 the slab. After that then they'll be starting the framing. So pretty much on
35 schedule. The actual concrete work from the contractor's schedule was to
36 have all the concrete poured by today, the 11th, but it will actually be
37 Monday. Technically, if you look at the paper work, that puts them a few
38 days behind schedule, but this early into the project they have a lot of time
39 to catch up if you will. As you had mentioned earlier, the contractor before
40 tied into the existing plumbing system, the sanitary sewer system, there
41 was arrangements made, they videoed, the City came out and did a video
42 and also they had a plumber did that of all three of the main lines. All
43 those lines were jetted and cleaned out and I believe they're going to be
44 on a schedule to do that to keep those lines clean.

45 In the coming days they'll be starting to frame and so there'll be a
46 lot of continuing activity. Next week I'll be meeting with Mr. Garcia from

1 the IT Department. We'll be talking about pre-installation of the microwave
2 transmitter up on the roof for that. And then also we've reached the house
3 that's in the back, even though it's not part of this actual project, I've been
4 asked to assist in the old house in the back having that demolished.
5 There was testing for asbestos containing materials and lead-based paint
6 in the building. That report should be forthcoming, in fact it was supposed
7 to be either today or tomorrow and then we'll be able to get cost proposals
8 to have that demolished. We've had some discussion about whether or
9 not we're going to try to incorporate that into this project, depends upon
10 the actual cost.

11 That's basically, there has, the contractor Warren Construction has
12 I believe has done a good job thus far. Also one of the concerns is that
13 the center has to be open during this construction so we've had to do
14 some planning and re-routing if you will of people who come in. There will
15 be some additional work that the contractor will be asked to do, which was
16 not in the base contract. The electrical system for the pedestrian gate and
17 the vehicle gate was not part of the base contract so they're gonna be re-
18 doing that and putting that into an underground system. Before it was all
19 exposed, the actual conduits themselves were exposed or external. And
20 also the streetlights or the parking lot lighting, when the contractor was
21 doing the excavation of the soil to get it prepared for the foundations, the
22 conduits was found, they didn't really know it was there at the time it was
23 decided that we're going to relocate it to where it will outside of the
24 building footprint and we're going to change the existing luminaries or the
25 lights on the poles to LED system. That's basically it. Did I forget
26 anything? Okay.

27
28 Gandara: Thank you so much for that detailed report. Much appreciated.

29
30 Williams: Madam Chair

31
32 Gandara: Yes.

33
34 Williams: Mr. Kinney. The weather forecast for next Monday is highs in the low 50s,
35 is that going to affect the concrete?

36
37 Kinney: As far in the low 50s, no. No the, if the temperature gets below 50
38 degrees then they may have to put in some additives into the concrete for
39 that. You can pour concrete, it's between 50 degrees for normal concrete,
40 but they can always add additives to it. They generally, they have 90
41 minutes to get it into place after it's batched.

42
43 Williams: Thank you.

44
45 Gandara: Thank you Co-Chair. Any other questions? Thank you again. Appreciate
46 it.

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Kinney: Thank you.

D. Zero in 7 Update

Gandara: Okay, Jean are you one? You're on to Zero in 7.

Gilbert: Good morning.

Gandara: Good morning.

Gilbert: I'm Jean Gilbert the Secretary for the Coalition for Pets and People.

Gandara: I almost can't see you Jean.

Gilbert: Pardon?

Gandara: I almost can't see you.

Gilbert: Yes. Should I adjust this?

Gandara: Maybe just a little.

Gilbert: Is that better?

Gandara: There you go. Thank you.

Gilbert: Okay. This is our October report, Community Animal Welfare Report. Here's the mission. Community organizations. Here are the activities for the Coalition for the month. We had a booth at the Pet Expo on the 15th and 16th, and the Coalition supported a microchip event. SNAP was also there. There will be a slide on this in a minute. That was September 22nd. Task force meeting there were six representatives, six members of the Coalition there and that was September 28th and of course our committee work is ongoing and our meeting will be announced probably the end of the month.

Rick Hahn and I staffed the Coalition booth at the Pet Expo and it was really a fun event. Rick put together with the input of the community and Coalition members a volunteer guide and that was one of the primary pieces of literature that we had for attendees at the Pet Expo and I have copies for all of the Board, which I'll give you in a minute. But it's a really find publication and I'm just showing a portion of the tri-fold here, but on the inside are all of the groups and their contact info and the mission and the work of those organizations. Here are some upcoming events. I'll just let you glance over these and some of them will be represented in the slides coming up. And of course for more announcement, we tried to keep

1 people updated with our Facebook page. This will be the next Yappy
2 Hour, where's the date. Any ways coming up. There it is, it's October
3 17th, and it's the third Wednesday of the month and I believe this is their
4 finale for the season and then they'll of course be back next year. Pits for
5 Peace 7th Annual and that's coming up the end of the month, it will be on
6 the Downtown Plaza and hosted/sponsored by APA.

7 2 Hearts 4 Paws Rescue made an announcement the end of
8 September that they will be closing their doors and that is to new
9 admissions. They're going to of course continue to work with the animals
10 they have and their residents and they will continue to do their PetSmart
11 Adoptions which are the first Saturday of the month. Sue Peterson, one of
12 the founders of 2 Hearts 4 Paws, said that if they are able to downsize
13 their refuge that there's a chance that they would consider re-opening.

14 APA there are their stats for the month, intakes 17, adoptions 36,
15 transfers zero and microchips 91. Michel has announced that it is pretty
16 lean times right now for APA because of course they have their new
17 building in progress and they've put a temporary/suspended taking cats
18 out of the shelter at this time because of the constraints on their budget,
19 but they can proudly say that they have rescued, saved and helped over
20 420 cats since the beginning of the year. So of course it is very expensive
21 getting all of these animals spayed and vaccinated and just caring for
22 them. Michel reported this was September 24th at that point they were
23 looking for homes for 60 animals, I believe those were all cats, spay and
24 neuter and looking at \$4,000 to spay and neuter those animals. Okay.
25 Michel had a stat sheet and what I did is I enlarged it and I'm presenting it
26 in two sections so you can see where they've been historically starting in
27 2012, their stats for this page take you through 2015. I'll just give you a
28 minute to look at all of those numbers, and they do have them broken
29 down to dogs and cats. They don't have the breakdown for 2012 through
30 2014, but they have them for 2015. Here is 2016 through August and their
31 total through August is 617. APA are certainly heavy lifters. Is that
32 enough time to look at this?

33
34 Gandara: Thank you.

35
36 Gilbert: Okay, this is HSSNM stats, 34 animals adopted year-to-date, our pet help
37 line is around 1,000 year-to-date, 220 humane education sessions, Cans
38 for Critters has helped 160 animals and raised \$7,780. Microchips are at
39 6,200 since 2014. Here's a picture of Frank and Denise at Check the Chip
40 Event, which was at the Pet Expo and there were about 75 chips that were
41 done at that event and Frank reported that most of those were updates.
42 And I wanted to note with the microchip numbers for HHSNM that we also
43 purchased four scanners which we gave to organizations. Here's a little
44 bit more on Check the Chip and Kelly had sent this report earlier and it
45 shows the numbers for September. There were 28 microchips implanted

1 and 91 updated and they try to do Check the Chip Events on a monthly
2 basis.

3 Okay, and of course all of you got the Last Litter Report at the
4 special meeting which was on October 5th, but for those of you who
5 haven't seen it the intake was 14 moms and 108 puppies and then there
6 are the outcomes. Four of the moms were returned to their owners and
7 85 of the puppies were transferred and here you can see some of the
8 puppies that their photo ops in Colorado.

9 Safe Haven is getting ready to have their open House and adoption
10 reunion this coming Sunday and they've had, Trish has said they've had
11 quite a nice outpouring of support from the community in grounds keeping
12 and various things getting their premises ready for the open house. And
13 here's an organization here that did some ground keeping work for them,
14 volunteer work. And here's one of the adoptions, Liza, for Safe Haven and
15 then this little young man, five years old, surprised Safe Haven by
16 bringing, because he had requested pet food and supplies for his birthday.
17 And there year-to-date adoptions stand at 18.

18 SNAP, Susan is pictured here at the clinic which was September
19 24th and the middle photo with Julie assisting a client there was also
20 taken at the September 24th clinic. The reason the phone number and
21 date there in parenthesis is in red because that shows the date of their
22 next clinic. And then Rachael is pictured here, SNAP was at the event
23 that APA had in Hatch which was September 22nd. And SNAP had a lot
24 of their literature informing people about their low-cost spay/neuter to see
25 if any people there wanted to up for their October clinic or others.

26 Broken Promises has done approximately 63, I wasn't able to get
27 an exact count, but counting from last month and what I'm aware of,
28 approximately 63 TNRs since the beginning of the year. And they
29 partnered with Big-O Tires and they offered some free car work for two
30 Broken Promise adopters. And then the pair on the right side there were a
31 couple of their recent TNR cats, and the couple on the left are some that
32 are available for adoption.

33 Cat's Meow they were at the Pet Expo and you can see there a
34 picture of Anne Markman showing there having a table with their T-Shirts
35 and they were also there with a Kitty Glitter table. And then I was saying
36 to Michele Corella they've really had a banner year for adoptions because
37 they have adopted 70 cats year-to-date, which I think is awesome. And
38 here is a picture of three of their recent adoptions.

39 This if Forever Homes Animal Rescue, Jamie Jones is the
40 Coordinator here in Las Cruces and Alicia Kumke is the Director. Forever
41 Homes Animal Rescue is based in Alamogordo. And Alicia reported that
42 they've had 1,750 animals that they've helped in the past two years and of
43 course a vast majority of those animals come from open admission
44 shelters and it does include our shelter here. Going to rescues, fosters
45 and adopters within the state, Arizona, Colorado and some of the western
46 states. And the dogs pictured here was a posting and the dog on the left

1 is heartworm positive dog out of our shelter who was transported to
2 Albuquerque and I'm not sure from there because it said the leg was from
3 Raton and I don't where from the there or to where.

4 Okay, the Doña Ana County Humane Society. These slides of two
5 of their three programs. The R-Fund helped this dog Rayof pictured on
6 the left with removing a painful growth. And Ivy is a shelter cat who was
7 adopted through the Pets for Seniors Program and that program provides
8 a \$50.00 discount on the animal's adoption fee and the animals come fully
9 vetted.

10 Cherished K-9s, here are some of their recent adoptions. Carla
11 has said they average two to five adoptions a week. And Jack was a stray
12 on the streets here in Las Cruces and went to a home here in Las Cruces,
13 looks like to a very young family. And the dog Belfred the black dog
14 pictured left in the picture on the right was found on the streets here
15 infested with ticks and had to be live-trapped and that dog found his
16 forever home in Santa Fe.

17 The Dog Park Coalition will be holding a Halloween Costume
18 Contest and Fall Birthday Celebration October 27th. And there is the
19 information on the times. And then potluck is for humans I don't know if
20 there will be dogs begging who will be in attendance or not, I don't know.
21 These are, I assume photos from last year which are really cute of the one
22 dog dressed as Elvis and the other one is Superman and of course there
23 is a contest where there are prizes awarded.

24 The Las Cruces Pet Network as you know advocates for animals in
25 need and here's just an example of these are three cats who their owner
26 unfortunately lost her home so she is looking for homes for her three cats.
27 Thank you. If you have any questions.

28
29 Gandara: Thank you Jean. Any questions for Jean? I don't see any.

30
31 Gilbert: Thank you. I'm going to give you these.

32
33 Gandara: Yes. Thank you Jean. This is good information. Thank you.

34 35 **VI. PUBLIC INPUT**

36
37 Gandara: Okay, next is public input. Do we have any? I'm looking out there,
38 anybody? Okay. Going once, going twice

39 40 **VII. CHAIR AND BOARD COMMENTS**

41
42 Gandara: All right, Chair and Board comments. Co-Chair Jess, none? Board
43 Member Garrett do you have any? Board Member Garrett, no? Okay.
44 Board Member Eakman, no. None, Okay.

1 **VIII. Adjournment (10:15 AM)**

2
3 Gandara: Then can I get a motion to adjourn.

4
5 Williams: So moved.

6
7 Eakman: Second.

8
9 Gandara: Then we are adjourned. Thank you all for being here. We'll see you next
10 time.

11
12 **BOARD OF DIRECTORS**

13 _____
14 Kasandra Gandara, Chairman

15
16 _____
17 Jess C. Williams, Vice Chairperson

18
19 _____
20 Jack Eakman, Board Member

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22 _____
23 Billy G. Garrett, Board Member

24
25 _____
26 Ramon Gonzalez, Board Member

27
28 _____
29 Gregory Z. Smith, Board Member

30
31 ATTEST:

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35 _____
36 Amanda Lopez Askin, County Clerk

MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Maria Villa, Accounting Manager **Initials:** MV
Date: November 6, 2018 **File #:**
F-18-302

Subject: Animal Service Center of the Mesilla Valley Financial Report
Unaudited October 31, 2018.

Attached are the unaudited financial results of the Animal Service Center operations for the period ending October 31, 2018. Some observations for your consideration:

- The Statement of Net Position (page 1) shows cash of \$664,700. There is no outstanding account receivable in the General Fund.
- The outstanding payroll liabilities are \$52,644 for the General Fund. There is also an outstanding accounts payable balance of \$3,166. In addition, there is a \$20,000 PetSmart Grant in Revenues Collected in Advance.
- The Capital Projects Fund shows cash of \$1,017,727. There are no outstanding receivables in the Capital Fund.
- The \$77,000 in Revenues Collected in Advance is a PetSmart Grant that has not been expended.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$1,189,390. YTD operating expenditures are at \$820,729, which results in an increase in Net Fund Balance of \$368,661.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 40.8% of budgeted revenues and 27.3% of budgeted expenditures have been recognized. The current budget parameter for this month is 33.3%.
- The Grants and Donations Schedule on page 7 provides a summary of grants and donations received.

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

Initials: WS
Initials: AE

**Animal Service Center of the Mesilla Valley
Statement of Net Position
October 31, 2018 (Unaudited)**

	<u>Fund 7440</u> <u>General Fund</u>	<u>Fund 7441</u> <u>Capital Projects</u>	<u>Fund 9440</u> <u>Capital Assets</u>	<u>Statement</u> <u>of</u> <u>Net Position</u>
Assets				
Current Assets				
Cash & investments	\$ 664,700	\$ 1,017,727	\$ -	\$ 1,682,427
Accounts receivable	-	-	-	-
Total Current Assets	<u>664,700</u>	<u>1,017,727</u>	<u>-</u>	<u>1,682,427</u>
Capital Assets				
Equipment, net of accum depr	-	-	265,991	265,991
Total Capital Assets	<u>-</u>	<u>-</u>	<u>265,991</u>	<u>265,991</u>
Total Assets	<u>\$ 664,700</u>	<u>\$ 1,017,727</u>	<u>\$ 265,991</u>	<u>\$ 1,948,418</u>
Liabilities				
Current Liabilities				
Accounts payable	\$ 3,166	\$ -	\$ -	\$ 3,166
Accrued Wages Payable	-	-	-	-
Accrued payroll liabilities	52,644	-	-	52,644
Revenue Collected in Advance	20,000	77,000	-	97,000
Total Current Liabilities	<u>75,810</u>	<u>77,000</u>	<u>-</u>	<u>152,810</u>
Fund Balance				
Required reserve	250,509	-	-	250,509
Restricted	-	50,000	-	-
Unassigned	338,381	890,727	265,991	1,495,099
Total Fund Balance	<u>588,890</u>	<u>940,727</u>	<u>265,991</u>	<u>1,745,608</u>
Total Liabilities and Fund Balance	<u>\$ 664,700</u>	<u>\$ 1,017,727</u>	<u>\$ 265,991</u>	<u>\$ 1,948,418</u>

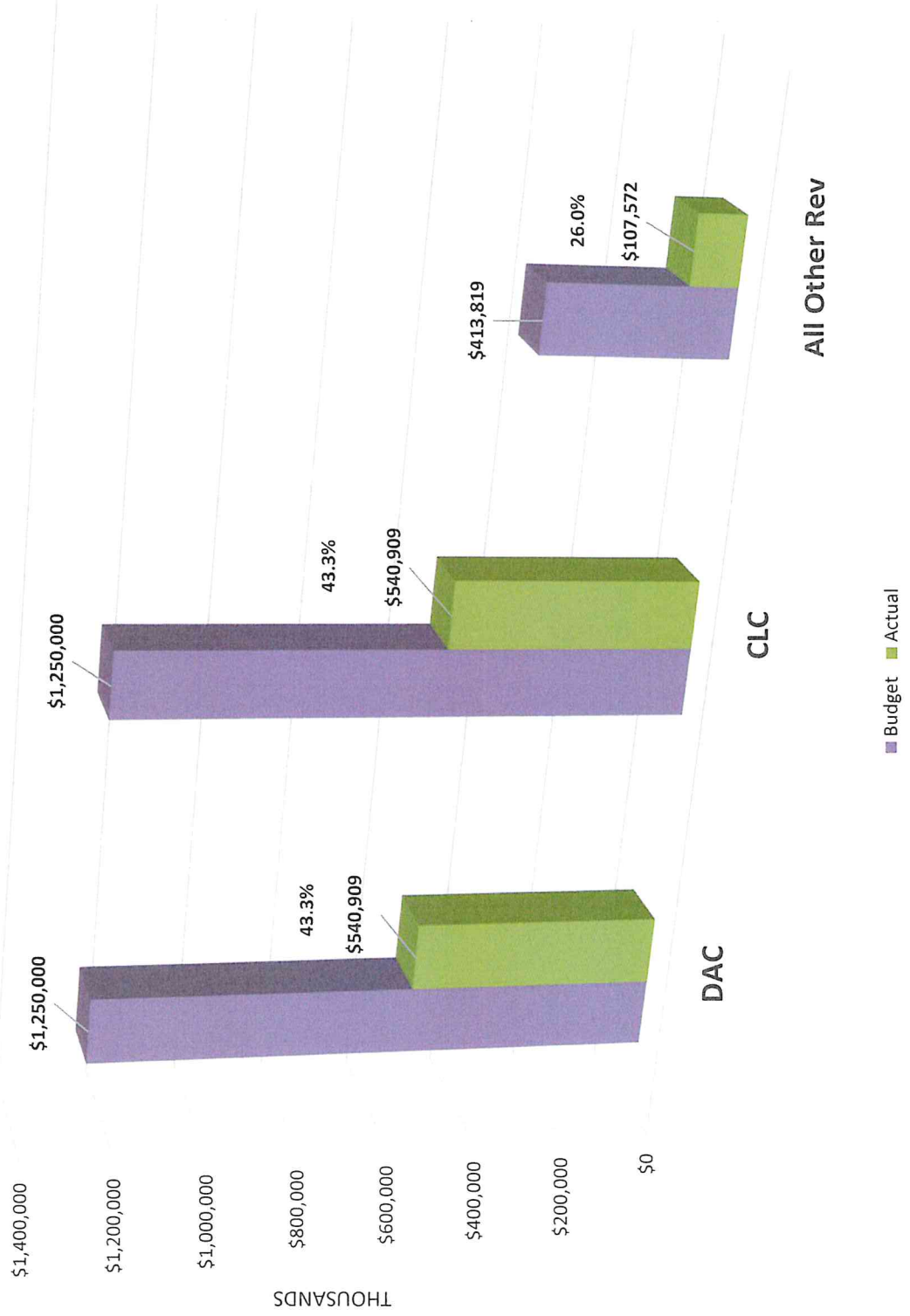
**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
For the Period Ended October 31, 2018 (Unaudited)**

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
Revenues				
Pet licenses CLC	\$ 15,334	\$ -	\$ -	\$ 15,334
Pet licenses DAC	5,346	-	-	5,346
Vaccinations	6,720	-	-	6,720
Pet micro-chip	7,413	-	-	7,413
Onsite adoptions	11,269	-	-	11,269
Return to owner-Dona Ana Cot	3,688	-	-	3,688
Return to owner-City of Las Cru	7,610	-	-	7,610
Spay/neuter	20,856	-	-	20,856
Dona Ana County	540,909	-	-	540,909
City of Las Cruces	540,909	-	-	540,909
City of Anthony	-	-	-	-
Donations & memorials	12,870	-	-	12,870
City of Sunland Park	-	-	-	-
Village of Hatch	-	-	-	-
Other revenue	13,772	38,000	-	51,772
Investment income	2,694	-	-	2,694
Total revenues	1,189,390	38,000	-	1,265,390
Expenditures				
Personnel	520,049	-	-	520,049
Temp agency services	25,973	-	-	25,973
Repairs and maintenance	13,287	-	-	13,287
Services	153,506	-	-	153,506
Supplies	65,831	-	-	65,831
Insurance	34,530	-	-	34,530
Other	7,553	-	-	7,553
Depreciation & amortization	-	-	-	-
Capital outlay	-	112,624	-	112,624
Total expenditures	820,729	112,624	-	933,353
Net Operating Income (Loss)	368,661	(74,624)	-	294,037
Transfers	-	-	-	-
Net Change in Fund Balance	368,661	(74,624)	-	294,037
Net Investment in Capital Assets	-	-	-	-
Beginning Fund Balance	220,228	1,015,351	265,991	1,501,570
Ending Fund Balance	\$ 588,890	\$ 940,727	\$ 265,991	\$ 1,795,608

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance - Budget and Actual
For the Period Ended October 31, 2018 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Pet licenses CLC	\$ 50,000	\$ 15,334	30.7%
Pet licenses DAC	20,000	5,346	26.7%
Vaccinations	30,000	6,720	22.4%
Pet micro-chip	50,000	7,413	14.8%
Onsite adoptions	60,000	11,269	18.8%
Return to owner-Dona Ana County	10,000	3,688	36.9%
Return to owner-City of Las Cruces	25,000	7,610	30.4%
Spay/neuter	70,000	20,856	29.8%
Dona Ana County	1,250,000	540,909	43.3%
City of Las Cruces	1,250,000	540,909	43.3%
City of Anthony	3,000	-	0.0%
Donations & memorials	33,619	12,870	38.3%
City of Sunland Park	2,000	-	0.0%
Village of Hatch	200	-	0.0%
Other revenue	23,000	13,772	59.9%
Investment income	17,000	2,694	15.8%
Total revenues	<u>2,913,819</u>	<u>1,189,390</u>	40.8%
Expenditures			
Personnel	1,935,355	520,049	26.9%
Temp agency services	100,000	25,973	26.0%
Repairs and maintenance	45,000	13,287	29.5%
Services	445,000	153,506	34.5%
Supplies	235,119	65,831	28.0%
Insurance	85,129	34,530	40.6%
Other	69,000	7,553	10.9%
Capital outlay	91,500	-	0.0%
Total expenditures	<u>3,006,103</u>	<u>820,729</u>	27.3%
Net income (loss)	<u>(92,284)</u>	<u>368,661</u>	
Transfer to capital from operations	<u>-</u>	<u>-</u>	
Net change in fund balance	<u>\$ (92,284)</u>	<u>368,661</u>	
Beginning Fund Balance		<u>220,228</u>	
Ending Fund Balance		<u>\$ 588,890</u>	

Animal Service Center of the Mesilla Valley
 Annual Budget vs. Actual Year - To- Date
 October 31, 2018 - Revenues
 Budget Parameter 33.3%



Animal Service Center of the Mesilla Valley
 Annual Budget vs. Actual Year-To-Date
 October 31, 2018 - Expenditures
 Budget Parameter 33.3%



**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
July 2018 Through June 2019 (Unaudited)**

**General Fund
7440**

	<u>Revised Budget</u>	<u>July-18</u>	<u>August-18</u>	<u>September-18</u>	<u>October-18</u>	<u>Total</u>	<u>Actual/Bgt %</u>
Revenues							
Pet licenses CLC	\$ 50,000	\$ 5,234	\$ 3,556	\$ 3,046	\$ 3,498	\$ 15,334	30.7%
Pet licenses DAC	20,000	1,764	1,196	1,002	1,384	5,346	26.7%
Vaccinations	30,000	2,238	1,715	1,095	1,672	6,720	22.4%
Pet micro-chip	50,000	2,924	1,483	1,463	1,543	7,413	14.8%
Onsite adoptions	60,000	2,632	2,295	2,390	3,952	11,269	18.8%
Return to owner-Dona Ana C	10,000	1,076	571	956	1,085	3,688	36.9%
Return to owner-City of Las C	25,000	1,977	2,026	1,709	1,898	7,610	30.4%
Spay/neuter	70,000	5,641	6,506	3,793	4,916	20,856	29.8%
Dona Ana County	1,250,000	275,000	88,636	88,636	88,636	540,909	43.3%
City of Las Cruces	1,250,000	275,000	88,636	88,636	88,636	540,909	43.3%
City of Anthony	3,000	-	-	-	-	-	0.0%
Donations & memorials	33,619	4,326	1,740	5,258	1,546	12,870	38.3%
Grant revenue	20,000	-	-	-	-	-	0.0%
City of Sunland Park	2,000	-	-	-	-	-	0.0%
Village of Hatch	200	-	-	-	-	-	0.0%
Other revenue	23,000	1,885	1,024	8,261	2,602	13,772	59.9%
Investment income	17,000	2,694	-	-	-	2,694	15.8%
Total revenues	2,913,819	582,391	199,384	206,245	201,368	1,189,390	40.8%
Expenditures							
Personnel	1,935,355	100,654	141,754	144,346	133,296	520,049	26.9%
Temp agency services	100,000	19,587	(8,553)	5,073	9,866	25,973	26.0%
Repairs and maintenance	45,000	1,424	2,050	7,853	1,960	13,287	29.5%
Services	445,000	41,810	32,738	32,141	46,817	153,506	34.5%
Supplies	235,119	8,402	17,941	25,430	14,059	65,832	28.0%
Insurance	85,129	-	22,055	2,054	10,421	34,530	40.6%
Other	69,000	2,382	1,151	3,412	606	7,552	10.9%
Depreciation & amortization	-	-	-	-	-	-	0.0%
Capital outlay	91,500	-	-	-	-	-	0.0%
Total expenditures	3,006,103	174,259	209,136	220,309	217,025	820,729	27.3%
Net Operating Income (Loss)	(92,284)	408,132	(9,752)	(14,064)	(15,657)	368,661	
Transfers	-	-	-	-	-	-	
Net Change in Fund Balance	\$ (92,284)	\$ 408,132	\$ (9,752)	\$ (14,064)	\$ (15,657)	\$ 368,661	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of October 31, 2018**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7441	11627	STERN DONATION	\$ 50,000	-	\$ 50,000	Donation	upon completion	The Kern donation provides funding strictly for costs associated with the renovation of the cat room.
7441	11628	PETCO GRANT	\$ 38,000	38,000	\$ -	Grant	Pending Steve M	The grant funds support costs associated with constructing a new adaptation lobby, office support space, and renovating existing
7441	11732	PETSMART RENOVATION	\$ 77,000	-	\$ 77,000	Grant	07/31/19	The grant funds will be used to construct and renovate the shelter infirmary area, i.e. concrete slab work, plumbing, electrical,
7440	11764	PETSMART	\$ 20,000	-	\$ 20,000	Grant	08/31/19	The grant funds support costs associated with transportation, vaccination, health certificates, medical treatment,

Animal Services Center of the Mesilla Valley

Monthly Statistics Report - October 2018

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock	Wildlife	Total
INTAKE										
City of Las Cruces										
Owner Surrender	79	46			3					128
Returned Adoptions	7	1								8
Seized from Owners	5	1								6
Strays (brought in by the public)	38	29								67
Strays (brought in by Animal Control)	165	157					1		18	322
Wildlife										19
Subtotal City of Las Cruces	294	234	0	0	3	0	1	0	18	550
Doña Ana County										
Owner Surrender	54	18	1		1					74
Returned Adoptions	0	0								0
Seized from Owners	6	1								7
Strays (brought in by the public)	21	32								53
Strays (brought in by Animal Control)	172	132								304
Wildlife										0
Subtotal Doña Ana County	253	183	1	0	1	0	0	0	0	438
Anthony, NM	32	29								61
Hatch, NM	4	0								4
Sunland Park, NM	1	0								1
Jurisdiction Unknown/Other	1	0								1
Total Intake	585	446	1	0	4	0	1	0	18	1,055

OUTCOME (city and county)	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Admin Missing										
Foster-Escaped										0
Foster-Lost Contact										0
Foster-Stolen From										0
FTA-Escaped										0
FTA-Lost Contact	4	4								8
FTA-Stolen										0
Offsite-Missing										0
Offsite-Stolen From										0
Shelter-Escaped										0
Shelter-Missing										0
Shelter-Stolen										0
Subtotal Admin Missing	4	4	0	0	0	0	0	0	0	8
Adoptions	120	53	4		1					179
Expired in Shelter	8	39								47
DOA	39	32	1		2					74
Return to Owner	106	8								114
Transferred Out (Rescues)	70	154		1						225
Wildlife Release									18	18
Owner Request Euthanasia	39	21	1							61
Euthanized										
Age - Too Old	1	1								2
Age - Too Young	0	5								5
Behavior - Aggressive - Dog	21	0								21
Behavior - Aggressive - Human	5	1								6
Behavior - High Arousal Level	4	0								4
Behavior - Resources Guarding	3	0								3
Behavior - Timid	0	3								3
Behavior - Timid - Fear Biter	12	0								12
Breed - Medical	0	0								0
Court Order	1	0								1
Eliminator	0	1								1
Failure To Thrive	0	0								0
Feral	0	0								0
Hit by Car	2	2								4
Medical Issues	4	15							1	20
Medical - Animal Attack	0	0			1					1
Medical - Distemper - TX	7	0								7
Medical - Distemper - Non TX	10	0								10
Medical - Felv	0	1								1
Medical - FIV	0	1								1
Medical - HW Positive	0	0								0
Medical - Kennel Cough - TX	0	0								0
Medical - Kennel Cough - Non TX	0	0								0
Medical - Liver Failure	0	0								0
Medical - Mange - TX	0	0								0

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock	Wildlife	Total
Medical - Mange - Non TX	1	0								1
Medical - Mass	1	0								1
Medical - Neurological	0	0								0
Medical - Parvo - TX	0	0								0
Medical - Parvo - Non TX	5	0								5
Medical - Pneumonia	1	0								1
Medical - Pregnant	0	0								0
Medical - Prolapse	0	0								0
Medical - Ringworm	2	5								7
Medical - Tick Borne Disease	0	0								0
Medical - URI - TX	35	96								131
Medical - URI - Non TX	14	28								42
Rabies Suspect	0	0								0
Space	0	2								2
Space - Pitbull Breed	0	0								0
Subtotal Euthanized	129	161	0	0	1	0	0	0	1	292
Euthanasia Rate	22.1%	36.1%	na	na	25.0%	na	na	na	5.6%	27.7%
Total Outcome	515	472	6	1	4	0	1	0	19	1,018

Public Services	City Clinic (includes outside surgeries, vaccinations, and microchips)	60	40							100
	County Clinic (includes outside surgeries, vaccinations, and microchips)	25	36							61
	Jurisdiction Unknown	0	0							0
	Subtotal Clinic In	85	76	0	0	0	0	0	0	161
	Clinic Out (includes outside surgeries, vaccinations, and microchips)	74	72							146

Grand Total	Intake*	585	446	1	0	4	0	0	18	1,055
	Outcome*	515	472	6	1	4	0	0	19	1,018

Statistics	Live Release Rate	69.6%	57.2%	100.0%	100.0%	50.0%	na	100.0%	na	94.7%	64.7%
	Euthanized, Expired in Shelter, DOA	176	232	1	0	3	0	0	0	1	413
	Average Intake/day	18.9	14.4	0.0	0.0	0.1	0.0	0.0	0.0	0.6	34.0
	Average Outcome/day	16.6	15.2	0.2	0.0	0.1	0.0	0.0	0.0	0.6	32.8
	Average Euthanizations/day	4.2	5.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.4
	Average RTO/day	3.4	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.7
	Average Adoptions/day	3.9	1.7	0.1	0.0	0.0	0.0	0.0	0.0	0.0	5.8

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

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
RESOLUTION NO. 2018-25**

A RESOLUTION TO AUTHORIZE AN ASSOCIATED GENERAL PAY INCREASE FOR ALL NON-CONTRACT EMPLOYEES, INCLUDING CLASS AND COMPENSATION TO BE EFFECTIVE NOVEMBER 25, 2018.

The ASCMV Board of Directors is hereby informed that:

WHEREAS, the Board of Directors of the Animal Service Center of the Mesilla Valley (ASCMV) is engaged in a long-term effort to improve the humane care of animals in Dona Ana County, to provide a safe shelter for lost, mistreated and abandoned animals, and to use all available avenues to place such animals in a safe, loving and permanent home, and

WHEREAS, in the interest of these objectives, the ASCMV Board desires to promote stability among its employees and approve a general pay increase, and

WHEREAS, the general pay increases for the non-contract employees of the ASCMV will be as designated in Exhibit "A";

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

(I)

THAT, the Board of Directors authorizes an associated general pay increase for all non-contract employees, including class and compensation, as designated in exhibit "A", to be effective November 25, 2018, and

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 inclusion in the fiscal year 2019 budget for the Animal Service Center of the Mesilla Valley.

PASSED AND APPROVED this 8th day of November 2018.

Board Chair

MOVED BY: _____

SECONDED BY: _____

VOTE:

Kasandra Gandara, Chair _____ ___yea___ nay

Jess Williams, Vice-Chair _____ ___yes___ nay

Gregory Z. Smith, Member _____ ___yea___ nay

Jack Eakman, Member _____ ___yea___ nay

Ramon S. Gonzalez, Member _____ ___yea___ nay

Billy G Garrett, Member _____ ___yea___ nay

David Dollahon, Ex-Officio Member _____ ___yea___ nay

ATTEST:

Amanda Lopez Askin, Ph. D., County Clerk

7018	VOLUNTEER CORD	Z100	XASN	ASCMV NON-EXEMPT	3062	UN31	\$15.0000	\$31,200.00	1.0000	\$13.6503	\$20.4755	0.20	9	\$14.77	\$22.16	\$0.00	\$15.00	8.24%
7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%
7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%
7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%
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7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%
7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%
7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%
7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%
7003	ANML CAREGIVER						\$10.6700						3	\$11.03	\$16.54	\$0.36	\$11.03	5.97%

3.05%	\$0.4571	\$0.3750	\$0.8321	5.55%	\$15.83	\$ 0.8321	0.14
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05
2.21%	\$0.3550	\$0.2668	\$0.6218	5.83%	\$11.29	\$ -	0.05

Yearly Cc \$63,323
 Roll Up \$15,055
 Sub Total \$78,378
 FY19 Cos \$45,459

Yearly Cost \$6,397
 Roll Up \$1,521
 Sub Total \$7,918
 FY19 Cost \$4,592

\$0.57
 \$1,194
 \$284
 \$1,478
 \$857

1.32	0.04	\$15.0997	-	-	\$ 15.8321	1.32	0.04	15.10	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-
0.17	0.01	\$11.0567	-	-	\$ 11.2918	0.17	0.01	11.06	-

Gwi **2.50%**
 COMP ADJ 37%
 FY Cost AD **58%**
 TIG Adj 30 12/31/2018

PERA 16.13%
 SS 6.20%
 MED 1.45%
 Roll up 23.78%