



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS MEETING

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Thursday, October 26th, 2023 at 9:00 am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

AGENDA

- I. Call to Order & Pledge of Allegiance**
- II. Determination of a Quorum**
- III. Changes to Agenda and Approval of Agenda**
- IV. Minutes**
 - a. Approval of the Minutes from the regular ASCMV Board Meeting held September 28th, 2023.
- V. Reports/Presentations**
 - a. CfPP Presentation: SNAP – Michelle Corella
 - b. City and County ACO Reports – City Animal Control and County Animal Control
 - c. Shelter Statistics/Activities – Clint Thacker
 - d. Committee Reports
 1. Finance – Leeann Demouche, Director of Finance
 2. Executive – Manuel Sanchez, Committee Chair
 3. Facilities – Kasandra Gandara, Committee Chair
- VI. Discussion Items**
 - a. Overview of 501c3 Status
 - b. November and December meeting dates
- VII. Public Input**
- VIII. Chair and Board Comments**
- IX. Adjournment**

Next Meeting: TBD

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **September 28, 2023 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

- 7 Manuel Sanchez - Chairman
8 Yvonne Flores - Board Member
9 Deborah Weir proxy Fernando Macias - Board Member
10 Barbara Bencomo - Ex-Officio Member
11 Mary Lou Ward - Ex-Officio Member
12 Kasandra Gandara - Vice-Chair
13 Christopher Schaljo-Hernandez – Board Member

14
15 **BOARD MEMBERS ABSENT:**

- 16 Becky Corran - Board Member

17
18 **I. Call to Order & Pledge of Allegiance (9:00 a.m.):** Chair Sanchez called the
19 meeting to order.

20
21 **II. Determination of Quorum:** A quorum was determined to be present.

22
23 **III. Changes to Agenda and Approval of Agenda:** Motion by Board Member Flores,
24 second by Board Member Weir. Motion passed.

25
26 **IV. Minutes**

27
28 **A. Approval of the Minutes from ASCMV Meeting August 24, 2023:** Motion
29 by Board Member Gandara, second by Board Member Sanchez. Motion
30 passed.

31
32 **V. Reports/Presentations**

33
34 **A. City and County ACO Reports - City and County Animal Control:** Brian
35 Hulseley reported on August 2023 with 300 reported stray animals, 238 were
36 picked up which included 92 cats, 146 dogs. This included 13 sick/injured
37 with eight cats and five dogs. There were 25 owner surrenders which were
38 all dogs. A four-year comparison was shown. The higher number of calls
39 and picked up animals is attributed to finally having almost a full staff so
40 calls can now be taken and completed faster. A four-year return to owner
41 comparison was shown. This August there were 21 animals field returned
42 to owners. Additional animals picked up were: No owner surrender cats,
43 25 owner surrender dogs, 13 sick/injured animals, 12 welfare hold animals,
44 and two cruelty cases in August with a total of three dogs involved. There
45 were no shelter quarantines and seven home quarantines. There are two
46 dogs in live evidence awaiting court. There was one rabies submission that

1 turned out negative. There were 52 diverted intakes, which is the highest
2 recorded number seen. There were 473 education and the total calls was
3 861 for August 2023. The breakdown per district: District 1 had zero cats
4 and five dogs; District 2 had 17 cats and 14 dogs; District 3 had 27 cats and
5 29 dogs and was one of the main focus areas for August; District 4 had 24
6 cats and 25 dogs and was another targeted areas; District 5 had 11 cats
7 and 42 dogs which was an oddly large uptake in stray dogs; District 6 had
8 no cats and seven dogs; District 7 had 13 cats and 24 dogs which was about
9 normal for them. Monthly comparison graphs for stray cats and dogs were
10 shown. The spike in numbers for District 5 was clearly shown. Reasons
11 for owner release: Three dogs were just unable to be kept on the property
12 and owners did not want to get citations; four were involved in livestock or
13 vicious attacks; five were from owners who could not take care of them;
14 three were aggressive; two had behavior issues; there were two cruelty
15 cases with the third dog owner surrendered later; two were from owners
16 who just did not have time for them and did not want them anymore; one
17 animal was not allowed at the women's shelter the owner was going to; one
18 dog kept bringing home dead animals; and one owner said that the dog
19 needed a better home. It is possible that the spike in numbers in District 5,
20 around Anthony and Berino, was because the ACES project was in that
21 area so people were paying more attention and calling in more.
22

23 Gino Jimenez reported the City's numbers for August 2023. There were
24 504 stray calls; 242 gone on arrival; 262 apprehended; 219 were
25 impounded at ASCMV; 109 were dogs and 110 were cats. Successful field
26 RTO 43 animals and 14 were unsuccessful attempts to RTO. These
27 animals had some sort of identification but ACOs were unable to get some
28 of them back to their owners. This made a total of 57 identifiable animals.
29 Three-year stray call comparison shows 4,067 reported stray animals for
30 the year. The Peak Performance report shows that this month City ACOs
31 fell a bit short of their goal of 65% minimum secured animals with a total of
32 64.1%. Three-year field RTO comparison shows a grand total of 358
33 successful this month. The Peak Performance goal is 25% of all strays
34 captured; this month ACOs achieved 13.8%. The community cat program
35 totals: ACOs responded to 58 cats in traps with five already marked. This
36 brings numbers up to 526 trap calls and 96 community cats released.
37 Reasons for owner surrendering animals: Eight dogs owners were unable
38 to care for; eight puppies owners were unable to care for; four for dog bites;
39 three cats were lifestyle change, owners were expecting a baby and gave
40 up their cats; three dogs for aggression; three cats unable to care for; three
41 dogs injured; two dogs were old and owners requested euthanasia; two
42 cats, one bit the toddler and the owners also released four kittens with the
43 mama cat; one dog's owner could not keep it in the yard; one cat was sick
44 and owner requested euthanasia; one dog was sick and owner requested
45 euthanasia; one cat's owner was moving out of state and thought that it
46 would be too stressful for the cat to travel that far in a carrier; and one

1 landlord would not allow the dog on their property. Reasons unable to field
2 RTO: All 14 had no contact by phone or at the residence. It is bad that they
3 were unable to be field RTO but a good thing that they at least had
4 identification. Peak Performance measures not previously discussed: 10%
5 reduction of stray animal bite responses was not met, as there was a 29.4%
6 increase in stray animal bite with 95 this year versus last year's 67; 10%
7 reduction in owner victim bites was also not met, with 8% which is close but
8 not quite with 68 reported this year versus last year's 62. Total calls for the
9 month are 1,220 bringing the year total to 9,613. There were no
10 presentations this month. ACOs attended 175 hours of continuing
11 education, with the majority being NACA training. All eight officers
12 participated in the training over the entire month. Officers also receive
13 training such as tourniquet training, de-escalation training, the required City
14 training, and other things. In the case of the cat that bit the toddler, the
15 kittens could not be separated from their mother so ACOs had to take all of
16 them, and the owners also gave up the other adult cat. ACOs cannot say if
17 strays are the same animal getting out repeatedly, as the data is not kept.
18 There may be "repeat offenders" but the data is not kept. It is difficult to
19 pinpoint the individuals due to the fact that people move around.
20

21 **B. Shelter Statistics/Activities:** Clint Thacker wished Mayor Pro Tem
22 Gandara a happy belated birthday. August 2023 numbers were very high.
23 Population at the Center was 450 and the number is being kept low so
24 quality of care can be high. Intake was 945 animals with 581 dogs and 358
25 cats. Intake methods: ACOs 52.6%; owner surrender 21.5%; strays by
26 public 21%. Owner surrender continues to be an issue. The Animal
27 Services Center's Strategic Plan calls for forming pet food banks and other
28 resources to help owners. August returns after adoptions were four dogs
29 and one cat due to lifestyle or other pets. Diverted intake is steady at 189
30 people agreeing to hold the animal until an alternative home is found.
31 Outcomes: 349 animals euthanized in August 2023, almost 37% of the
32 intake; adoptions were 23.3%, rescues took 158 pets for 16.4%; the live
33 release rate was 61.5%. Mr. Thacker thanked the rescues taking pets out
34 in August, including the local APA, Bernalillo County Animal Care took 13
35 cats, Front Range Freedom Rescue, and Big Mutt Network who took out 25
36 dogs. Euthanasia reasons in August include space/medical for dogs since
37 there is nowhere to hospitalize them; for cats it is mostly feral closely
38 followed by nontreatment for respiratory signs; again, there is nowhere to
39 hospitalize them. The surgery team is doing an amazing job with 404
40 surgeries. There are five contracted veterinarians, but each doctor only
41 does a few days per month. This means that there is not enough time for
42 the doctor to examine incoming animals to see if they can be treated,
43 because the doctor is always doing surgeries. The volunteers did 659
44 hours: The dog walking team walked and played with every single dog in
45 the Center. When the new Center is up and running, the volunteers will be
46 supervising play groups. For the dogs, a 15-minute play group is equivalent

1 to a 30-minute walk because there is more mental stimulation. There will
2 be trainings for personnel to attend to learn how to start the playgroups.
3 Visitors were down a bit at 1,600. Website views are down a little bit, but
4 mostly steady at 38,000. Facebook views shot up to 18,900. Mr. Thacker
5 looked for the reason that August views went up so high and found that
6 National Dog Day had over 500 shares; on August 9th the Center posted
7 that there was no more space and included graphics showing capacity and
8 occupation, and that was shared over 500 times as well. The whole month
9 of August was Clear the Shelter Month which brought plenty of exposure;
10 and there was a birthday celebration for Sir Henry the Lobby Cat. Sir Henry
11 got over 2,400 views as opposed to Mr. Thacker's Clear the Shelter video
12 which got 300 views. Pets of the week are Shiloh and Angel. When working
13 with the rescue organizations, the shelter will contact an organization if
14 there is a specific request, for example if a border collie comes in, they will
15 call the Arizona Border Collie Rescue and see if they want it. There is also
16 a private Facebook page just for rescues and they will visit to see who can
17 help the ones that need to be rescued. Local rescues just come to see what
18 the Center has and takes as many as they can. Someone adopted the
19 chickens and roosters that were posted on the Facebook page. The live
20 release rate before the pandemic was significantly higher. This seems to
21 be mainly due to the number of rescues that were going out. Before the
22 pandemic, rescues were taking out 2,000 to 3,000 per year. This has been
23 severely reduced. The other reason is that quality of care has been
24 prioritized. Before, the population was often around 600 animals in the
25 Center. The time and funds spent on the animals was very high and the
26 animals were not as healthy and were always stressed, living in kennels in
27 the hallways and crowded in the runs. The employees were also very
28 stressed by this situation. Management decided that this level of stress was
29 less acceptable than increasing the number of euthanasias. Summer
30 months also see more euthanasias simply because more animals are
31 picked up. On October 15, 2023 there will be another drive-through
32 vaccination clinic from 9:00 a.m. until 2:00 p.m. at the Field of Dreams. Also,
33 the Center will be going to Hatch on Saturday, September 30, 2023 to do
34 adoptions. There will only be a few animals and a few employees to see
35 what happens. Prospective pet adopters are not required to take a course
36 in animal care and responsibility. Any adopters that attempt to return pets
37 for behavior issues are offered participation in the Ruff to Ready Program
38 which is one or two behavior training sessions with the professional who
39 has teamed up with the Center. If the person says they absolutely do not
40 want the dog, then the dog is accepted back. If the owner agrees to classes,
41 then they are set up with the trainer to help them learn to correct the dog's
42 behavior. Prospective pet adopters have an informal screening
43 conversation with staff and can receive advice. If the adopter is sure that
44 they want a particular animal then they can adopt it. Even if the pet is sent
45 back, this gives information about how the animal behaves in a new home
46 and staff can give this information to the next prospective adopter.

1
2 **C. Committee Reports**
3

- 4 **1. Finance - Barbara Bencomo, Committee Chair:** The Finance
5 Committee met last Thursday, September 21st and reviewed the
6 financials through August of this fiscal year. There were no concerns.
7 The revenues for the Center are running a little bit ahead of schedule
8 due to the City and County providing 22% of the budgeted revenues
9 on time already. Operating expenditures were below the budget
10 target for the month, which is about 17% of the annual budget. The
11 full financial report will be presented at next month's Board meeting
12 so that the first quarter results can be reviewed.
13
- 14 **2. Executive – Manuel Sanchez, Committee Chair:** Chair Sanchez
15 and Clint Thacker met on the morning of September 12, 2023 along
16 with Mayor Pro Tem Gandara. The discussion included the agenda
17 for this meeting, the upcoming work session, and the communications
18 with the various constituents and ordinance teams. Chair Sanchez is
19 concerned that the Board is not receiving all the updates, and the
20 constituents are already calling to find out what is going on.
21
- 22 **3. Facilities - Kasandra Gandara, Committee Chair:** Finance
23 Committee met to discuss events with the new facilities. There was
24 an update at the City Council meeting on Monday regarding the work
25 that still needs to be done on the new Center and what supplies are
26 still pending. Clint Thacker reported that the ASCMV was able to
27 move forward on the cement work in the getting-acquainted areas.
28 The drains are being installed and connected to the main lines. The
29 goal is to be done by the end of October even though the contract
30 specifies November 15th. The cement and fences for the getting-
31 acquainted areas and the play yards will be completed, then the
32 crusher fine rock will be spread. The hope is that the areas with the
33 rock can be cemented in the future. The County has offered
34 assistance, so that may get done soon. The wireless access parts
35 are on backorder. The wiring is finished, so once the parts arrive it
36 will take one to two weeks to install. There is still a problem finding a
37 card that will work at both the old Center and the new Center. They
38 may have a prospect but they need a PO number and approval to get
39 it. The puppy cages have been installed in two of the dog runs. They
40 are stainless steel and glass on the visitor side and the staff side is a
41 normal cage door that can be opened. There is no completion date
42 for the cat cages, as the wrong size was received. The replacements
43 are being purchased via a grant at a significantly discounted amount.
44 The new cages are currently under production but there is no
45 completion or install date as of yet. Move-in and open house date is
46 hoped to be in December, but Mr. Thacker is not committing to

1 anything yet. The dishwashers were delivered yesterday so now a
2 licensed plumber and electrician need to install them to avoid voiding
3 the warranty.
4

5 **VI. DISCUSSION ITEMS:** None.
6

7 **VII. ACTION ITEMS:**
8

9 **A. Resolution 2023-12: Carry Forward Grant Funds and Adjust the**
10 **FY2024 Budget:**
11

12 Motion by Board Member Schaljo-Hernandez, second by Board Member
13 Flores. Motion passed.
14

15 Clint Thacker reported that the unused grant funds from the previous fiscal
16 year will be moved into this year so they can be used.
17

18 **B. Resolution 2023-13: A Resolution to Recommend a New Joint Powers**
19 **Agreement Between the City of Las Cruces and County of Doña Ana:**
20

21 Motion by Board Member Gandara, second by Board Member Schaljo-
22 Hernandez. Motion passed.
23

24 Barbara Bencomo reported that the proposed JPA and MOU update began
25 in early 2022. Proposed changes were discussed both at the August 24th
26 Board meeting and at the work session on September 21st. The biggest
27 change to the JPA is the removal of the fiscal agent responsibilities into a
28 new MOU. There are also proposed changes to the composition of the
29 Board, terms, and removal of Board Members. There are language
30 clarifications and definitions added. Meetings are now proposed to be held
31 quarterly instead of monthly with a new required attendance for Board
32 Members. The JPA will specify what the duties of the Center are. Language
33 was added to specify periodic review and renewal of the JPA. The new
34 MOU details the financial, human resources, IT, Risk, and Fleet services
35 that the City will provide. It also outlines the duties of the Center and
36 specifies which City policies the Center will adopt, such as cash handling,
37 travel, P-card, risk management policies, and others. The compensation
38 for the fiscal agent services will be based on a cost allocation study rather
39 than a fixed amount. This allows the Center and the fiscal agent to tailor
40 services as needed and base the cost on those services. The MOU will
41 provide risk management services to the Center, specifically drug testing
42 including random and pre-employment testing. The Center will be adopting
43 the City policies in this area. The MOU also specifies fleet services, as the
44 City has been providing this service without it being specified up until now.
45 IT services were also not specified in the last JPA, but the City does provide
46 those services with computer procurement and maintenance services,

1 network support, phones, licensing, etc. Under the Human Resources
2 services of the MOU is an additional tuition reimbursement program that
3 was requested by the Director of the Center and agreed upon by HR.
4

5 There is a proposed amendment to the MOU by the City Auditor, Viola
6 Perea. She periodically reviews the City's compliance to policies such as
7 cash handling, travel, P-cards, etc. It would be beneficial to conduct all the
8 audits at the same time for the City and the Center. The requested
9 language would be added into Section 2.f. and would read, "As the Fiscal
10 Agent, the City reserves the right to audit Center activities related to City
11 policies adopted by the Center." The Center duties and responsibilities are
12 also outlined in detail so they can be clearly understood. The Center will be
13 responsible for using the City's Enterprise Resource Planning system to
14 manage, meet deadlines, and develop their budget. The Center will be
15 responsible for the collection and depositing of receivables. The Center will
16 pay for access to the City's training system in order to comply with various
17 requirements of the City policies that are adopted by the Center. There will
18 be further language added to Section 2.u. to indicate that the Center would
19 cooperate with any City audits of activities related to City policies adopted
20 by the Center. The MOU and JPA were extensively modified and many
21 items changed numbering or lettering. Ms. Bencomo is already working on
22 those administrative edits.
23

24 The current JPA composition of the Board includes six voting members:
25 Three City elected officials or staff, three County elected officials or staff,
26 and two ex-officio members which would be the City Manager, the County
27 Manager, or their designees. The new JPA proposes eight voting members:
28 One elected official from both the City and the County, the City Manager
29 and the County Manager who would become voting members, and two
30 members of the public appointed by the City and two appointed by the
31 County. Other potential options discussed at the last work session are:
32 Two elected officials each from the City and the County, two members of
33 the public appointed by the City and two appointed by the County, and the
34 City Manager and the County Manager would remain ex-officio members.
35 The third option would retain the eight voting members: Two elected
36 officials from the City and the County each, the City Manager and the
37 County Manager would become voting members, and then one member of
38 the public appointed by the City and one by the County.
39

40 Next steps include the ability to make amendments to the JPA, MOU, or
41 both. Any amendments that are passed would go to Board for approval,
42 then City and County, and then State approval for the JPA. The MOU is an
43 agreement between the Center and the City, so the County and State would
44 not need to see that.
45

1 The draft MOU has been reviewed by the City Attorney. Councilor Flores
2 believes it should be submitted to the Center's attorney for review. Clint
3 Thacker agreed.
4

5 Councilor Gandara preferred the Board composition proposed on slide 9.
6 Clint Thacker reported that the City and County appointees will be selected
7 according to the procedures of the entity they are representing. Clint
8 Thacker will provide the information and answer questions for the
9 appointees. He hopes community members who are already involved in
10 the animal industry will become appointees. Mayor Pro Tem Gandara did
11 not feel comfortable with having members of the public being responsible
12 for budgetary decisions and is deeply concerned about Option 1. Chair
13 Sanchez did not have the same concern regarding a member of the public
14 being responsible for budgetary approval. Mayor Pro Tem Gandara
15 clarified that her concern was for the reduced number of elected officials on
16 the Board, not having members of the public on the Board. She was
17 concerned that having only one or two individuals to present before Council
18 and do other official duties would be too burdensome. Option 1 is the
19 original proposed Board membership in the draft JPA. Options 2 and 3 were
20 captured from the discussion at the work session. Councilor Flores liked
21 the Board composition delineated on Slide 8 with two elected officials from
22 each body. Option 2 will not have any ex-officio members.
23

24 The JPA will delineate the attendance requirements for Board Members and
25 when they can be removed and how the process of removal will work.
26 Councilor Flores was concerned that having only four meetings per year
27 would cause the meetings to be excessively long. In Section 5, subsection
28 E the JPA reads: "Meetings shall be conducted in accordance with Robert's
29 Rules of Order. The Board shall hold one regular meeting each quarter.
30 Special meetings of the Board may be called in accordance with the New
31 Mexico Open Meetings Act." Also, that notice of meetings will comply with
32 Open Meetings Act, etc. and there is some language about the minutes.
33 This means that if necessary, the Board can meet more often.
34 Subcommittees are covered in the bylaws. Mayor Pro Tem Gandara
35 mentioned that Clint Thacker will need to communicate more with the Board
36 regarding important information between the regular meetings. Clint
37 Thacker had planned to continue monthly subcommittee meetings to make
38 it easier to share information.
39

40 Chair Sanchez asked the Board if they wish to approve the JPA today and
41 have it reviewed by the ASCMV attorney before bringing it to the City
42 Council and City Commission, or do they wish to put the vote off for another
43 month. Barbara Bencomo reported that only the MOU needs to be
44 reviewed. The JPA was already reviewed by the ASCMV, City, and County
45 Attorneys. It would make better sense to have the two documents
46 presented to Council together. The JPA refers to the establishment of the

1 MOU. Chair Sanchez indicated that if changes needed to be made to the
2 MOU only, a special meeting could be called to do so, and therefore he
3 would like to move forward. He reminded the Board that there is an
4 amendment requested for the MOU regarding audits and under the JPA an
5 amendment regarding Board membership has been discussed. Barbara
6 Bencomo indicated that if the JPA and MOU were approved today and then
7 the MOU went to the ASCMV Attorney for review, the two items would
8 probably not be taken to Council until around November. Mayor Pro Tem
9 Gandara asked about the discussion regarding the 501(c)(3) and Clint
10 Thacker reported that they will not be part of the organization and will not
11 be included in the JPA. Mayor Pro Tem Gandara was worried that doing it
12 that way could cause legal problems for the City. Barbara Bencomo was
13 not aware of the 501(c)(3) project, but she thought that it was separate. The
14 JPA establishes that the City and County are creating the Animal Services
15 Center as an operating entity in the community but does not specify the
16 legal structure under which it operates. She agreed with Mr. Thacker that
17 the 501(c)(3) does not need to be addressed in the JPA. Mr. Thacker
18 promised to provide updates on that as it progresses. The preliminary
19 papers were signed just yesterday.
20

21 Chair Sanchez asked for a motion to amend the MOU for the right for the
22 City of Las Cruces to audit the ASCMV. Motion by Board Member Gandara,
23 second by Board Member Flores. Motion passed.
24

25 Chair Sanchez asked for a motion to select the option preferred for Board
26 composition in the JPA. Motion by Board Member Schaljo-Hernandez to
27 accept Option 1 from Slide 8, second by Board Member Sanchez. Motion
28 passed.
29

30 **C. Resolution 2023-14: Amend the Contract of Clint Thacker, Executive**
31 **Director for the ASCMV:**
32

33 Motion by Board Member Schaljo-Hernandez, second by Board Member
34 Flores. Motion passed.
35

36 Chair Sanchez reported that this resolution will amend the contract for Clint
37 Thacker. It will extend the contract to 2025. Chair Sanchez will send the
38 letter regarding Mr. Thacker's continued employment without a contract
39 since December of 2021 through today. Clint Thacker thanked the Board
40 and looks forward to at least three more years of continued employment.
41

42 **D. PUBLIC INPUT:** There was none.
43

44 **VIII. CHAIR AND BOARD COMMENTS:**
45

1 Clint Thacker clarified that the next meeting will be held at 10:00 a.m. on
2 October 26, 2023.

3
4 **IX. Adjournment (10:45 a.m.)**

5
6 Motion by Board Member Schaljo-Hernandez, second by Board Member
7 Flores. Motion passed.

8
9 **BOARD OF DIRECTORS**

10
11 _____
12 Manuel Sanchez, Chairperson

13
14 _____
15 Kasandra Gandara, Vice-Chair

16
17 _____
18 Becky Corran, Board Member

19
20 _____
21 Yvonne Flores, Board Member

22
23 _____
24 Fernando Macias, Board Member

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26 _____
27 Christopher Schaljo-Hernandez, Board Member

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29 _____
30 Barbara DeLeon, Ex Officio Member

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32 _____
33 Mary Lou Ward, Ex Officio Member

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43 **ATTEST:**

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Amanda Lopez Askin, County Clerk

MEMORANDUM

To: Animal Services Center of Mesilla Valley Board of Supervisors

From: Josie Treviño

Initials: JT

Date: October 16, 2023

Subject: Animal Service Center of the Mesilla Valley (ASCMV)
Financial Report for September 30, 2023 – Unaudited

Attached are the unaudited financial results of the Animal Service Center operations for the period ended September 30, 2023. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$1,373,205 in the General Fund. Total assets were \$1,373,205. Accrued payroll liabilities ended at \$116,219. Total liabilities were \$420,857. The unassigned fund balance was \$952,348.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$1,559,240 which is 34.2% of budget. YTD operating expenditures were \$827,403 which is 17.8% of budget. The operating income for the period was \$731,837.
- Operating revenues were at 34.2% of budget due to the first contributions from the City and the County as stated in the JPA. Revenues that did not meet the budget target of 25.0% included vaccinations, pet micro-chip, return to owner-DAC, spay/neuter, donations & memorial.
- Due to annual renewal, insurance was at 30.4% of budget. All other expenditures were below the 25.0% budget parameter.
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

cc: Maria Sanchez, Accounting Supervisor

cc: Veronica Ulloa, Accountant I

Initials: MS
M

Initials: VU
VU

**Animal Service Center of the Mesilla Valley
Statement of Net Position
September 30, 2023 (Unaudited)**

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 1,373,205	\$ 28,012	\$ -	\$ 1,401,217
Accounts receivable	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current Assets	<u>1,373,205</u>	<u>28,012</u>	<u>-</u>	<u>1,401,217</u>
Capital Assets				
Equipment, net of accum depr	<u>-</u>	<u>-</u>	<u>318,456</u>	<u>318,456</u>
Total Capital Assets	<u>-</u>	<u>-</u>	<u>318,456</u>	<u>318,456</u>
Total Assets	<u>1,373,205</u>	<u>28,012</u>	<u>318,456</u>	<u>1,719,673</u>
Liabilities				
Current Liabilities				
Accounts payable	(10,097)	-	-	(10,097)
Accrued wages payable	97,049	-	-	97,049
Accrued payroll liabilities	116,219	-	-	116,219
Revenue collected in advance	<u>217,686</u>	<u>-</u>	<u>-</u>	<u>217,686</u>
Total Current Liabilities	<u>420,857</u>	<u>-</u>	<u>-</u>	<u>420,857</u>
Fund Balance				
Required reserve	-	-	-	-
Restricted	-	28,012	-	28,012
Unassigned	<u>952,348</u>	<u>-</u>	<u>318,456</u>	<u>1,270,804</u>
Total Fund Balance	<u>952,348</u>	<u>28,012</u>	<u>318,456</u>	<u>1,298,816</u>
Total Liabilities and Fund Balance	<u>\$ 1,373,205</u>	<u>\$ 28,012</u>	<u>\$ 318,456</u>	<u>\$ 1,719,673</u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended September 30, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Vaccinations	53,010	3,445	6.5%
Pet micro-chip	30,292	3,025	10.0%
Onsite adoptions	90,000	25,125	27.9%
Return to owner-DAC	15,806	3,210	20.3%
Return to owner-CLC	25,792	6,544	25.4%
Spay/neuter	79,349	13,226	16.7%
Dona Ana County	2,048,154	741,059	36.2%
City of Las Cruces	2,048,184	741,070	36.2%
City of Anthony	6,000	-	0.0%
Donations & memorials	25,052	4,822	19.2%
Grant Revenue	110,000	-	0.0%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	26,973	7,580	28.1%
Investment income	-	10,134	
Total revenues	<u>4,561,805</u>	<u>1,559,240</u>	34.2%
Expenditures			
Salary	2,443,091	487,996	20.0%
Benefits	888,155	166,215	18.7%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	34,214	166	0.5%
Services	624,900	85,639	13.7%
Supplies	436,303	58,282	13.4%
Insurance	67,200	20,410	30.4%
Other	44,638	8,695	19.5%
Capital outlay	80,000	-	0.0%
Total expenditures	<u>4,643,501</u>	<u>827,403</u>	17.8%
Net income (loss)	<u>(81,696)</u>	<u>731,837</u>	
Net change in Fund Balance	<u>\$ (81,696)</u>	<u>731,837</u>	
Beginning Fund Balance		<u>220,513</u>	
Ending Fund Balance		<u>\$ 952,350</u>	
		BUDGET PARAMETER	25.0%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Executive Director
For the Period Ended September 30, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	122,513	29,579	24.1%
Benefits	57,568	13,345	23.2%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	500	54	10.8%
Supplies	3,125	20	0.6%
Insurance	-	-	0.0%
Other	2,238	1,285	57.4%
Capital outlay	80,000	-	0.0%
Total expenditures	265,944	44,282	16.7%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Medical Director
For the Period Ended September 30, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	654,019	115,201	17.6%
Benefits	232,914	40,488	17.4%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	88,900	160	0.2%
Supplies	171,542	23,794	13.9%
Insurance	-	-	0.0%
Other	14,000	4,603	32.9%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,161,375</u>	<u>184,246</u>	15.9%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Kennel Director
For the Period Ended September 30, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	1,075,357	213,011	19.8%
Benefits	368,646	65,449	17.8%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	34,214	166	0.5%
Services	110,500	-	0.0%
Supplies	178,436	27,987	15.7%
Insurance	-	-	0.0%
Other	26,200	1,844	7.0%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,818,353</u>	<u>308,457</u>	17.0%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Administrative Operations
For the Period Ended September 30, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	591,202	130,206	22.0%
Benefitis	229,027	46,933	20.5%
Repairs and maintenance	-	-	0.0%
Services	425,000	85,425	20.1%
Supplies	83,200	6,481	7.8%
Insurance	67,200	20,410	30.4%
Other	2,200	966	43.9%
Total expenditures	<u>1,397,829</u>	<u>290,420</u>	20.8%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance as of September 30, 2023 (Unaudited)**

General Fund						
7440						
	<u>Revised Budget</u>	<u>July 2023</u>	<u>August 2023</u>	<u>September 2023</u>	<u>Total</u>	<u>Actual/Bgt %</u>
Revenues						
Vaccinations	53,010	1,014	1,140	1,291	3,445	6.5%
Pet micro-chip	30,292	855	975	1,195	3,025	10.0%
Onsite adoptions	90,000	7,180	6,230	11,715	25,125	27.9%
Return to owner-DAC	15,806	1,075	595	1,540	3,210	20.3%
Return to owner-CLC	25,792	2,545	1,957	2,042	6,544	25.4%
Spay/neuter	79,349	4,061	4,095	5,070	13,226	16.7%
Dona Ana County	2,048,154	450,594	145,233	145,233	741,059	36.2%
City of Las Cruces	2,048,184	450,600	145,235	145,235	741,070	36.2%
City of Anthony	6,000	-	-	-	-	0.0%
Donations & memorials	25,052	1,478	1,383	1,961	4,822	19.2%
Grant revenue	211,787	-	-	-	-	0.0%
City of Sunland Park	2,858	-	-	-	-	0.0%
Village of Hatch	335	-	-	-	-	0.0%
Other revenue	26,973	2,158	2,295	3,125	7,580	28.1%
Investment income	-	2,748	3,739	3,647	10,134	0.0%
Total revenues	<u>4,663,592</u>	<u>924,308</u>	<u>312,876</u>	<u>322,053</u>	<u>1,559,240</u>	<u>33.4%</u>
Expenditures						
Salary	2,443,091	83,312	240,337	164,347	487,996	20.0%
Benefits	888,155	28,140	82,406	55,669	166,215	18.7%
Temp agency services	25,000	-	-	-	-	0.0%
Repairs and maintenance	34,214	-	24	142	166	0.5%
Services	624,900	26,019	25,385	34,236	85,639	13.7%
Supplies	475,449	-	21,612	36,670	58,282	12.3%
Insurance	67,200	7,916	12,494	-	20,410	30.4%
Other	44,638	687	2,609	5,399	8,695	19.5%
Depreciation	-	-	-	-	-	0.0%
Capital outlay	142,641	-	-	-	-	0.0%
Total expenditures	<u>4,745,288</u>	<u>146,074</u>	<u>384,867</u>	<u>296,463</u>	<u>827,403</u>	<u>17.4%</u>
Net Operating Income (Loss)	<u>(81,696)</u>	<u>778,235</u>	<u>(71,991)</u>	<u>25,590</u>	<u>731,837</u>	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of September 30, 2023**

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

Total \$ 217,686

Signature:  [Veronica Uja \(Oct 18, 2023 11:13 MDT\)](#)

Email: veulloa@lascruces.gov

Signature:  [Maria Sanchez \(Oct 18, 2023 11:19 MDT\)](#)

Email: msanchez@las-cruces.org










ASCMV TRANSMITTAL FY24-September 2023

Final Audit Report

2023-10-18

Created:	2023-10-18
By:	Veronica Ulloa (veulloa@lascruces.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0PMm_GBqiMAEvZyPjAbF79cbp5VxJhls

"ASCMV TRANSMITTAL FY24-September 2023" History

-  Document created by Veronica Ulloa (veulloa@lascruces.gov)
2023-10-18 - 5:12:08 PM GMT
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Signature Date: 2023-10-18 - 5:13:59 PM GMT - Time Source: server
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2023-10-18 - 5:19:50 PM GMT
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2023-10-18 - 7:01:54 PM GMT
-  Document approved by Josie Trevino (jotrevino@las-cruces.org)
Approval Date: 2023-10-18 - 8:21:44 PM GMT - Time Source: server
-  Agreement completed.
2023-10-18 - 8:21:44 PM GMT

Animal Services Center of the Mesilla Valley

Monthly Statistics Report-September 2023

INTAKE	City of Las Cruces	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock <small>(horse, goat, sheep, pig, donkey)</small>	Wildlife <small>(skunk, bat, coyote, fox, raccoon)</small>	Total
	City of Las Cruces										
	Owner Surrender	51	9								60
	Returned Adoptions	9	6								15
	Seized/Welfare Hold	14	2								16
	Strays (brought in by the public)	63	49								112
	Strays (brought in by Animal Control)	128	98					2			228
	Wildlife									3	3
	Subtotal City of Las Cruces	265	164	0	0	0	0	2	0	3	434
	Doña Ana County										
	Owner Surrender	29	3								32
	Returned Adoptions	0	0								0
	Seized/Welfare Hold	13	2								15
	Strays (brought in by the public)	56	34		1						91
	Strays (brought in by Animal Control)	159	96								255
	Wildlife									1	1
	Subtotal Doña Ana County	257	135	0	1	0	0	0	0	1	394
	Anthony, NM	18	4								22
	Hatch	3	0								3
	Mesilla	6	1								7
	Sunland Park	12	0								12
	WSMR	0	0								0
	Born In Care	2	0								2
	Community Cats										0
	Jurisdiction Unknown/Other	1									1
	Transfers In										0
	Total Intake	564	304	0	1	0	0	2	0	4	875

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass										0
Medical - Neurological										0
Medical - Organ Failure										0
Medical - Parvo - Exposed										0
Medical - Parvo - TX										0
Medical - Parvo - Non TX	1	0								1
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX										0
Medical - Respiratory Signs - Non TX	0	36								36
Medical - Ringworm	0	5								5
Offsite Euthanasia										0
Rabies Suspect - General										0
Rabies Suspect - Injured										0
Rabies Suspect - Sick/Symptomatic										0
Rabies Suspect - Wildlife										0
Severe Injuries - Animal Attack	1	1								2
Severe Injuries - General	2	3								6
Severe Injuries - Hit By Car	1	3								5
Space - Behavior	36	0								36
Space - General	33	0								33
Space - Medical	121	0								121
Wildlife - Nuisance										0
Subtotal Euthanized	243	83	0	0	0	0	0	0	2	328
Euthanasia Rate	43.1%	27.3%	na	na	na	na	na	na	50.0%	37.5%
Total Outcome	562	283	0	0	1	0	4	0	2	852
Grand Total	564	304	0	1	0	0	2	0	4	875
Outcome*	562	283	0	0	1	0	4	0	2	852
Statistics	Live Release Rate	52.7%	68.7%	na	#DIV/0!	na	100.0%	na	0.0%	58.2%
	Euthanized, Expired in Care, DOA	244	91	0	0	0	1	0	2	338
	Average Intake/day	18.2	9.8	0.0	0.0	0.0	0.1	0.0	0.1	28.2
	Average Outcome/day	18.1	9.1	0.0	0.0	0.0	0.1	0.0	0.1	27.5
	Average Euthanizations/day	7.8	2.7	0.0	0.0	0.0	0.0	0.0	0.1	10.6
	Average RTO/day	3.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	3.1
	Average Adoptions/day	3.1	1.8	0.0	0.0	0.0	0.0	0.0	0.0	4.9

**ASCMV Website Page Views -- 32,901

**ASCMV Instagram -- 42,500 people reached; 323,135 impressions; 216 ad clicks

**ASCMV Facebook Page Views -- 16,179