



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

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

**Board of Directors Meeting
Thursday, March 28, 2024 at 9:00 AM**

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

	Page
1. <u>CALL TO ORDER AND PLEDGE OF ALLEGIANCE</u>	
2. <u>DETERMINATION OF QUORUM</u>	
3. <u>ACCEPTANCE OF AGENDA</u>	
4. <u>MINUTES FOR APPROVAL</u>	
4.1. Approval of the Minutes from the regular ASCMV Board Meeting held on February 22, 2024. 02-22-24 ASCMV Minutes	3 - 9
5. <u>REPORTS/PRESENTATIONS</u>	
5.1. CfPP Presentation: Dona Ana County Humane Society (DACHS) - Sarah C. Kurtz	
5.2. City and County ACO Reports - City Animal Control and County Animal Control	
5.3. Shelter Statistics/Activities - Clint Thacker FEBRUARY 2024 STATISTICS REPORT	10 - 12
5.4. Committee Reports a. Finance - Barbara Bencomo, Committee Chair b. Executive - Manuel Sanchez, Committee Chair c. Facilities - Clint Thacker, Exec. Director ASCMV UNAUDITED FINANCIAL STMTS FY24-08-FEBRUARY 2024	13 - 21
6. <u>DISCUSSION ITEMS</u>	
6.1. Discuss plans for the Executive Director, Clint Thacker's annual review.	
6.2. Review of the ASCMV FY25 Budget.	
7. <u>ACTION ITEMS</u>	
7.1. A RESOLUTION AUTHORIZING THE GOVERNING BOARD FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO	22 - 27

APPROVE THE ANNUAL FINANCIAL REPORT FOR THE YEAR
ENDING JUNE 30, 2023

[CAES #24-043 - Pdf](#)

[Exhibit "A" - #4065 Animal Service Center of the Mesilla Valley FY23
RL State Auditor Letter](#)

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

ANIMAL SERVICE CENTER OF MESILLA VALLEY

February 22, 2024 at 9:00 a.m.

BOARD MEMBERS PRESENT:

- Manuel Sanchez - Chairman
- Becky Corran - Board Member
- Becki Graham - Board Member
- Christopher Schaljo-Hernandez – Board Member
- Fernando Macias - Board Member
- Yvonne Flores - Board Member
- Mary Lou Ward - Ex-Officio Member

BOARD MEMBERS ABSENT:

- Kasandra Gandara - Vice-Chair
- Barbara Bencomo - Ex-Officio Member

- 1. Call to Order & Pledge of Allegiance (9:04 a.m.):** Board Member Schaljo-Hernandez called the meeting to order.
- 2. Determination of Quorum:** A quorum was determined to be present.
- 3. Acceptance of the Agenda:** Motion by Board Member Graham, second by Board Member Corran. Motion passed.
- 4. Minutes**
 - 4.1 Approval of the Minutes from ASCMV Meeting January 25, 2024:** Motion by Board Member Corran, second by Board Member Graham. Motion passed.
- 5. Reports/Presentations**
 - 5.1 City and County ACO Reports - City and County Animal Control:** Gino Jimenez reported the City's numbers for January 2024. There were 455 stray calls; 237 gone on arrival; 213 apprehended; 163 were impounded at ASCMV; 102 were dogs and 61 were cats. Successful field RTO 55 animals and 24 were unsuccessful attempts to RTO. These animals had some sort of identification but ACOs were unable to get some of them back to their owners. This made a total of 79 identifiable animals. Grand total of stray calls for January 2024 was 455, the same amount as 2022. The Peak Performance report shows that this month City ACOs fell short of their goal of 65% minimum secured animals with a total of 48%. Three-year field RTO comparison shows 55 for this month, exceeding the numbers for the last two years. The Peak Performance goal is 25% of all strays captured

and it was met. Peak Performance goal #3 is 10% reduction of stray animal bites; there was a 36% increase for this month compared to 2023. Peak Performance goal #4 is 10% reduction in owner victim bites; there was a 33% increase as compared to last year. The community cat program totals: ACOs responded to 43 cats in traps with five already marked and so released. Reasons for owner surrendering animals: Owner unable to care for was 20; seven were aggressive towards people or other pets; three dogs the owner could no longer afford; two dogs for behavioral issues; two cats the owners were moving and could not take them with them; one dog was injured and was a euthanasia request; one cat was sick/old and the owner could not afford vet care; one dog for excessive barking and the officer spent time with the owner to explain training opportunities and other options and the owner still chose to release the animal; another dog euthanasia request for old age; and one dog the owner could not keep in the yard. Officers always spend time with the owners trying to talk them out of turning the animal over, but it does not always work. Reasons unable to field RTO: 16 had no contact by phone or at the residence; six chips were not registered; one the chip company texted the owner and the owner never responded; and one the registered owner no longer owned the animal. ACOs responded to 1,080 calls for the first month of 2024. Currently City Animal Control has one vacant position and conducted five interviews on Thursday and Friday. There were good candidates available.

Brian Hulsey reported on January 2024 with 363 reported stray animals; 158 were picked up which included 15 cats and 143 dogs. This included 17 sick/injured with 12 cats and five dogs. There were 12 owner surrenders which were all dogs. A four-year comparison was shown; this month was very busy. A four-year return to owner comparison was shown; so far in 2024 there have been 15 RTOs. The County is trying to get training to help the officers get more successful RTOs. Additional animals picked up were: No owner surrender cats, 12 owner surrender dogs, 17 sick/injured animals, four welfare hold animals, and no cruelty cases. There were 14 shelter quarantines and six home quarantines. There were two dogs in live evidence awaiting court, both involved in livestock attacks. There were 14 live evidence at the time of the report, but last night six were got rid of. There were no rabies submissions. There were 32 diverted intakes. There were 482 education opportunities and the total calls was 810 for January 2024. The breakdown per district was shown. District 1 is the Hatch and Garfield area, and no cats and three dogs were picked up; District 2 had two cats and 23 dogs; District 3 had two cats and 33 dogs; District 4 had seven cats and 32 dogs; District 5 had three cats and 16 dogs; District 6 had one cat and 11 dogs; and District 7 had no cats and 25 dogs. Stray cats picked up for the year was shown. Stray dogs picked up for the year was shown. Reasons for owner release: Two were aggressive and were attacking other dogs; three were vicious; two were involved in livestock attacks; two were unable to be kept on the property; one the owner was a

truck driver and could no longer keep the animal; two the owners were unable to afford. County Animal Control is currently working on a case where they have over 50 animals and they are trying to get them to rescue rather than Animal Services Center.

5.2 Shelter Statistics/Activities: Clint Thacker reported the January 2024 numbers. He thanked Bernice for doing his reports. Population at the Center was roughly the same this year as last. Intake was 742 animals with 596 dogs and 142 cats. Intake methods: ACOs brought in the most; strays by public and owner surrender were the next highest. January returns after adoptions were nine dogs. Diverted intake numbers were shown with 195 diverted. Outcomes: 19% were adopted; reclaims were 10%; rescued was higher; community cats was lower; almost 32% were euthanized; so the live release rate was 68.2%, lower than last January's rate. Mr. Thacker thanked the rescues taking pets out and showed the transfer statistics. Euthanasia reasons in January include space/behavior for dogs since there is nowhere to keep and train them; for cats it is mostly for severe injuries and behavior/feral. A comparison of TNR surgeries between last January and this January was shown; 44 cats were neutered this month for TNR but the animals brought by owners does not show on that chart. The actual number is closer to 105 TNR surgeries. The volunteers did a fantastic job and will be helping on Sunday for the drive-through clinic. They walked every animal that was able to get out for a walk. Visitors were 1,445. Website views went up a little. The webpage is currently undergoing an overhaul. Facebook views were 16,000. People really enjoy any photos of Sir Henry the Lobby Cat, and views shoot up whenever he is posted. Upcoming events include adoptions; ASCMV has received a grant for an adoption trailer and Mr. Thacker is very excited. It will take about a year to get the trailer built and delivered. The ASCMV drive-through vaccination clinic will be on February 25; 250 free microchips as well as DHPP and FVRCP vaccines will be provided. Pets of the week are Genie and Luisa.

5.3 ASCMV 2023 Annual Report: Clint Thacker presented the annual report and Board Members will receive copies of the full presentation. Total intake for City was 5,175 and for County was 5,002. ACOs continue to bring in the highest number of animals, with the next highest intake methods being owner surrender and strays from public. The total number of animals for the year was 10,234 which is similar to 2018-2019 numbers. The monthly intake numbers rise and fall throughout the year; summer months tend to have higher numbers. Dogs continue to be the highest number of intake at 6,690 followed by cats at 3,400. Diverted intake numbers started strong and then began to fall off. Mr. Thacker plans to investigate the reason why this happened. Outcome numbers: Euthanasia 31.5%; rescue 20.5%; adopted 18%. Reasons for euthanasia: Space/medical and respiratory signs were the top two reasons. Euthanasia comparison shows the highest number of euthanasias since 2014; however the 2014 intake was incredibly

high. The 2023 number is high because the ASCMV is following the quality of care standards. Transfer numbers are higher than last year at 2,210 animals rescued. Rescues across the country are full right now. Adoptions remained about average. Live release rate per species: 63% dogs, 79% cats overall. Over 18,000 people visited the Center, with many of them coming in December after the new Center opened. Medical Director Dr. Hadden's goal of 4,000 surgeries was met this year. Over 1,400 cats were TNR and released. Mr. Thacker plans to do drive-through clinics quarterly. This Sunday is the first one for the year and he plans to do one in May sometime. Facebook views were 172,918 for 2023 and website views were also high. Tails from the Paw Side is the once-a-month podcast and provides important information. Pet of the Week is very successful, as adopting a Pet of the Week is free. Social media continues to make an impact. The new Center is excellent. Mr. Thacker gave a news crew tours a few weeks ago of the two centers and they were very impressed. The Center received over \$120,000 for the new van. The Center only had to pay half the price of the wrap. The donor adopted Rocko from the Center, so the new van is named Rocko's Rescue Ride. The volunteer program is growing and the trainings are increasing. All volunteers are required to attend an animal handling/dog walking course before handling the pets. The foster program is also very successful at keeping pets out of the Center. The drive-through clinics are held at Field of Dreams every time so everyone can find them. There has not been a very good turnout when ASCMV has worked with ACES in the rural areas.

5.4 Committee Reports

Finance - Manuel Sanchez, Board Chair: Councilor Flores reported that the Committee met at the Center and the proposed budget looked good. There was one minor change requested. The meeting lasted about an hour and a half and went well.

Executive – Manuel Sanchez, Committee Chair: Chair Sanchez reported that the Committee met on Tuesday of this week with Chair Sanchez, Clint Thacker, and Councilor Corran. The discussion topics were this meeting's agenda and working with the public to address concerns brought up by the public. Under consideration is walk-throughs in the Center and working with community partners to help improve the Center. Also discussed was the salary survey and upcoming budget.

Facilities - Clint Thacker, Exec. Director: Clint Thacker reported that he met with Board Member Ward and discussed the kennel tops. The fencing company who installed the kennels updated their vendor status with the City and will hopefully move forward with the tops soon. The washing machine and dryer that are down have had parts ordered and those can be installed as soon as the technician comes up from Texas after the parts arrive. The

1 installation people used too-small anchors and the vibration of the machine
2 damages the motherboard when the anchors break loose. The anchors
3 have been replaced with better ones.
4

5 **6. ACTION ITEMS:**

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7 **6.1 Selection of salary survey increase option:**
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9 Clint Thacker discussed salary increase options. Option 1 and Option 4 are
10 to do the entire increase in one year. The pay range includes a minimum,
11 median, and maximum and each person is placed along the range
12 according to the time spent in their position. Option 1 would cost \$205,542
13 and would be for this fiscal year. Option 4 calls for waiting for FY 2025 and
14 adding in six new positions, so the cost would be higher. Option 2 is roughly
15 the 50/50 option: Bring everyone up to the new salary ranges in FY 2024
16 and then in FY 2025 implement the minimum 4% increase and hire the six
17 new staff members. Option 3 is similar to Option 2 except it would
18 implement some of the 4% increase in FY 2024 and some in FY 2025. Mr.
19 Thacker has spoken to Human Resources; the Director and Associate
20 Director and they recommend against Options 2 and 3 because of confusion
21 and possible issues with implementing them. HR recommends either
22 Option 1 or Option 4. Mr. Thacker prefers to go with Option 1 if funding is
23 available, and HR agrees. Mr. Thacker asked the Board to choose which
24 option to move forward with. There is currently a budget surplus which will
25 cover implementing the increase over the next four months. Afterwards, the
26 wage and benefits will be included in the budget each year and COLAs will
27 be figured into these requests. The projected amount of increase for next
28 year is around \$400,000.
29

30 Motion by Board Member Flores to accept Option 1, second by Board
31 Member Corran. Motion passed unanimously.
32

33 **7. PUBLIC INPUT:**
34

35 Geri Wheelis, Member of the Public asked for an update on implementing the new
36 JPA and how the Board will be rearranged. The JPA has not yet been approved.
37 Board Members expect the DFA to approve it soon and plan to discuss plans for
38 the new Board on Tuesday. Ms. Wheelis reported that there is gossip that ASCMV
39 will be appointing Board Members. Board Member Corran volunteered to write out
40 a media release to clarify what is going on. The Executive Committee will go over
41 a transition strategy at their next meeting.
42

43 **8. CHAIR AND BOARD COMMENTS:**
44

45 Councilor Graham reported that at the City Budget Retreat discussion included
46 expanding police patrol to "park rangers." She had asked leadership if that will

also include the multiuse paths and if so, would it be possible to include ACOs in that activity because there are many reports of stray animals on the multiuse paths.

Board Member Ward reported that there was a hoarding case involving many large-breed dogs and the rescues helped tremendously in keeping the dogs out of the Center. She mentioned rescuers Geri Wheelis, Kathe Stark, and Foster Schneider in particular.

9. Adjournment (10:20 a.m.)

Next meeting March 28, 2024 at City Council Chambers.

BOARD OF DIRECTORS

Manuel Sanchez, Chairperson

Becki Graham, Board Member

Becky Corran, Board Member

Yvonne Flores, Board Member

Fernando Macias, Board Member

Christopher Schaljo-Hernandez, Board Member

Barbara Bencomo, Ex Officio Member

Mary Lou Ward, Ex Officio Member

1
2 ATTEST:
3
4
5
6 _____
7 Amanda Lopez Askin, County Clerk

Animal Services Center of the Mesilla Valley
Monthly Statistics Report-February 2024

		<i>Dogs</i>	<i>Cats</i>	<i>Rabbits</i>	<i>Reptiles</i>	<i>Pocket Pets</i>	<i>Avian E</i>	<i>Avian L, W</i>	<i>Livestock (horse, goat, sheep, pig)</i>	<i>Wildlife (skunk, bat, coyote, fox)</i>	<i>Total</i>
INTAKE	City of Las Cruces										
	Owner Surrender	51	9								60
	Returned Adoptions	5	1								6
	Seized/Welfare Hold	26	1								27
	Strays (brought in by the public)	62	16								78
	Strays (brought in by Animal Control)	93	84					2		1	180
	Wildlife									2	2
	Subtotal City of Las Cruces	237	111	0	0	0	0	2	0	3	353
	Doña Ana County										
	Owner Surrender	53	3								56
	Returned Adoptions	0	0								0
	Seized/Welfare Hold	7	1								8
	Strays (brought in by the public)	20	14				1				35
	Strays (brought in by Animal Control)	169	51								220
	Wildlife										0
	Subtotal Doña Ana County	249	69	0	0	0	1	0	0	0	319
	Anthony, NM - Owner Surrender	5	0								5
	Return Adoption	0	0								0
	Seized/Welfare Hold	0	0								0
	Stray - by public	1	0								1
	Stray - by Animal Control	12	0								12
	Hatch - Owner Surrender										0
	Return Adoption										0
	Seized/Welfare Hold										0
	Stray - by public	2	0								2
	Stray - by Animal Control										0
	Mesilla - Owner Surrender										0
	Return Adoption										0
	Seized/Welfare Hold										0
	Stray - by public	0	2								2
	Stray - by Animal Control	2	0								2
	Sunland Park -Owner Surrender										0
	Return Adoption										0
	Seized/Welfare Hold										0
	Stray - by public										0
	Stray - by Animal Control	5	0								5
	WSMR - Owner Surrender										0
	Return Adoption										0
	Seized/Welfare Hold										0
	Stray - by public										0
	Stray - by Animal Control										0
	Born In Care	25	0								25
	Community Cats										0
	Jurisdiction Unknown/Other (Returns)	2	0								2
	Transfers In										0
	Total Intake	540	182	0	0	0	1	2	0	3	728

		<i>Dogs</i>	<i>Cats</i>	<i>Rabbits</i>	<i>Reptiles</i>	<i>Pocket Pets</i>	<i>Avian E</i>	<i>Avian L, W</i>	<i>Livestock (horse, goat, sheep, pig)</i>	<i>Wildlife (skunk, bat, coyote, fox)</i>	<i>Total</i>
OUTCOME	Admin Missing										
(city and county)	Foster-Escaped										0
	Foster-Lost Contact										0
	Foster-Stolen From										0
	FTA-Escaped										0
	FTA-Lost Contact										0
	FTA-Stolen From										0
	FTA-Gave Away										0
	Offsite-Escaped										0
	Offsite-Missing										0
	Offsite-Stolen From										0
	Shelter-Escaped										0
	Shelter-Missing		1								1
	Shelter-Stolen From										0
	Subtotal Admin Missing	0	1	0	0	0	0	0	0	0	1
	Adoptions	107	25			2		1			135
	Expired in Shelter Care	2	1								3
	Expired in Foster Care	0	0								0
	DOA										0
	Return to Owner	92	2				1	1			96
	Transferred Out (Rescues)	162	9					1			172
	Community Cats (TNR)		104								104
	Wildlife Release										0
	Owner Request Euthanasia	67	3								70
	Euthanized										0
	Behavior - Aggressive - Dog	20	0								20
	Behavior - Aggressive - Other Animals	1	0								1
	Behavior - Aggressive - People	2	0								2
	Behavior - Feral	10	19								29
	Behavior - High Arousal Level										0
	Behavior - Problem Eliminator										0
	Behavior - Resources Guarding	3	0								3
	Behavior - Timid										0
	Behavior - Timid - Fear Biter	6	1								7
	Court Order										0
	Medical - Distemper Suspect - Resp/GI										0
	Medical - Distemper - Exposed										0
	Medical - Distemper - TX										0
	Medical - Distemper - Non TX	1	0								1
	Medical - Failure of Vital Function										0
	Medical - Failure To Thrive	1	0								1
	Medical - Felv										0
	Medical - FIV										0
	Medical - General	5	7								12
	Medical - Geriatric	4	0								4
	Medical - HW Positive - TX										0
	Medical - HW Positive - Non TX										0
	Medical - Mange - TX										0

		<i>Dogs</i>	<i>Cats</i>	<i>Rabbits</i>	<i>Reptiles</i>	<i>Pocket Pets</i>	<i>Avian E</i>	<i>Avian L, W</i>	<i>Livestock (horse, goat, sheep, pig)</i>	<i>Wildlife (skunk, bat, coyote, fox)</i>	<i>Total</i>
	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	3	0								3
	Medical - Pregnant										0
	Medical - Prolapse										0
	Medical - Respiratory Signs - TX										0
	Medical - Respiratory Signs - Non TX	0	2								2
	Medical - Ringworm										0
	Offsite Euthanasia										0
	Rabies Suspect - General										0
	Rabies Suspect - Injured										0
	Rabies Suspect - Sick/Symptomatic										0
	Rabies Suspect - Wildlife										0
	Severe Injuries - Animal Attack										0
	Severe Injuries - General	7	6								13
	Severe Injuries - Hit By Car	4	3								7
	Space - Behavior	40	0								40
	Space - General	32	0								32
	Space - Medical	22	0								22
	Wildlife - Nuisance									1	1
	Subtotal Euthanized	161	38	0	0	0	0	0	0	1	200
	Euthanasia Rate	29.8%	20.9%	na	na	na	na	na	na	33.3%	27.5%
	Total Outcome	591	183	0	0	2	1	3	0	1	781
Grand Total	Intake*	540	182	0	0	0	1	2	0	3	728
	Outcome*	591	183	0	0	2	1	3	0	1	781
Statistics	Live Release Rate	69.2%	78.7%	na	na	100.0%	100.0%	100.0%	na	0.0%	71.8%
	Euthanized, Expired in Care, DOA	163	39	0	0	0	0	0	0	1	203
	Average Intake/day	17.4	5.9	0.0	0.0	0.0	0.0	0.1	0.0	0.1	25.1
	Average Outcome/day	19.1	5.9	0.0	0.0	0.1	0.0	0.1	0.0	0.0	26.9
	Average Euthanizations/day	5.2	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.9
	Average RTO/day	3.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3
	Average Adoptions/day	3.5	0.8	0.0	0.0	0.1	0.0	0.0	0.0	0.0	4.7



MEMORANDUM

To: Animal Services Center of Mesilla Valley Board of Supervisors

From: Joshua Saffell, Accounting Supervisor

Initials:

Date: March 18, 2024

Subject: Animal Service Center of the Mesilla Valley (ASCMV)
Financial Report for February 29, 2024 – Unaudited

Attached are the unaudited financial results of the Animal Service Center operations for the period ended February 29, 2024. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$978,948 in the General Fund. Total assets were \$1,124,181. Accrued payroll liabilities ended at \$116,010. Total liabilities were \$321,703. The unassigned fund balance was \$802,478.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$3,202,703 which is 68.7% of budget. YTD operating expenditures were \$2,620,740 which is 55.2% of budget. The operating income for the period was \$581,963.
- Operating revenues were at 68.7% of budget due to the first contributions from the City and the County as stated in the JPA. Revenues that did not meet the budget target of 66.7% included vaccinations, pet micro-chip, return to owner-DAC, return to owner-CLC, spay/neuter, City of Anthony, donations & memorials, City of Sunland Park, grant revenue and animal shelter services.
- All expenditures were below the 66.7% budget parameter except insurance which was at 99.8% due to the pre-payment of insurance premiums.
- 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:
Initials:

Agenda Item #5.4.

Animal Service Center of the Mesilla Valley Statement of Net Position February 29, 2024 (Unaudited)

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 978,948	\$ 28,012	\$ -	\$ 1,006,960
Accounts receivable	145,233	-	-	145,233
Total Current Assets	<u>1,124,181</u>	<u>28,012</u>	<u>-</u>	<u>1,152,193</u>
Capital Assets				
Equipment, net of accum depr	-	-	282,291	282,291
Total Capital Assets	<u>-</u>	<u>-</u>	<u>282,291</u>	<u>282,291</u>
Total Assets	<u>1,124,181</u>	<u>28,012</u>	<u>282,291</u>	<u>1,434,484</u>
Liabilities				
Current Liabilities				
Accounts payable	(11,993)	-	-	(11,993)
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	116,010	-	-	116,010
Revenue collected in advance	217,686	-	-	217,686
Total Current Liabilities	<u>321,703</u>	<u>-</u>	<u>-</u>	<u>321,703</u>
Fund Balance				
Required reserve	-	-	-	-
Restricted	-	28,012	-	28,012
Unassigned	802,478	-	282,291	1,084,769
Total Fund Balance	<u>802,478</u>	<u>28,012</u>	<u>282,291</u>	<u>1,112,781</u>
Total Liabilities and Fund Balance	<u>\$ 1,124,181</u>	<u>\$ 28,012</u>	<u>\$ 282,291</u>	<u>\$ 1,434,484</u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended February 29, 2024 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Vaccinations	40,000	25,285	63.2%
Pet micro-chip	20,000	10,362	51.8%
Onsite adoptions	110,000	87,486	79.5%
Return to owner-DAC	15,800	7,936	50.2%
Return to owner-CLC	25,800	14,826	57.5%
Spay/neuter	65,000	34,739	53.4%
Dona Ana County	2,048,154	1,467,223	71.6%
City of Las Cruces	2,048,184	1,467,245	71.6%
City of Anthony	8,000	3,300	41.3%
Donations & memorials	41,909	20,247	48.3%
Grant Revenue	211,787	-	0.0%
City of Sunland Park	2,658	1,750	65.8%
Village of Hatch	300	200	66.7%
Animal Shelter Services	12,000	7,265	60.5%
Other revenue	14,000	23,748	169.6%
Investment income	-	31,091	100.0%
Total revenues	4,663,592	3,202,703	68.7%
Expenditures			
Salary	2,443,091	1,416,306	58.0%
Benefits	888,155	479,553	54.0%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	26,214	9,067	34.6%
Services	620,900	318,308	51.3%
Supplies	482,376	307,392	63.7%
Insurance	73,273	73,123	99.8%
Other	43,638	16,337	37.4%
Capital outlay	142,641	654	0.5%
Total expenditures	4,745,288	2,620,740	55.2%
Net income (loss)	(81,696)	581,963	
Net change in Fund Balance	\$ (81,696)	581,963	
Beginning Fund Balance		220,515	
Ending Fund Balance		\$ 802,478	
			BUDGET PARAMETER 66.7%

**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 February 29, 2024 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	122,513	83,198	67.9%
Benefits	57,568	37,984	66.0%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	500	54	10.8%
Supplies	3,125	249	8.0%
Insurance	-	-	0.0%
Other	2,238	1,285	57.4%
Capital outlay	142,641	654	0.0%
Total expenditures	<u>328,585</u>	<u>123,424</u>	37.6%

**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 February 29, 2024 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	654,019	331,163	50.6%
Benefits	232,914	110,226	47.3%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	85,900	31,150	36.3%
Supplies	195,945	121,931	62.2%
Insurance	-	-	0.0%
Other	14,000	4,684	33.5%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,182,778</u>	<u>599,154</u>	50.7%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Kennel Director
For the Period Ended February 29, 2024 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	1,075,357	647,169	60.2%
Benefits	368,646	203,558	55.2%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	26,214	9,067	34.6%
Services	110,500	1,920	1.7%
Supplies	183,436	110,025	60.0%
Insurance	-	-	0.0%
Other	26,200	9,430	36.0%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,815,353</u>	<u>981,169</u>	54.0%

**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 February 29, 2024 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	591,202	354,775	60.0%
Benefitis	229,027	127,786	55.8%
Repairs and maintenance	-	-	0.0%
Services	424,000	285,184	67.3%
Supplies	99,869	75,187	75.3%
Insurance	73,273	73,123	99.8%
Other	1,200	939	78.3%
Total expenditures	<u>1,418,571</u>	<u>916,994</u>	64.6%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance as of February 29, 2024 (Unaudited)**

Agenda Item #5.4.

General Fund 7440											
	Revised Budget	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	Total	Actual/Bgt %
Revenues											
Vaccinations	53,010	1,014	1,140	1,291	7,236	770	760	2,940	10,134	25,285	47.7%
Pet micro-chip	30,292	855	975	1,195	2,310	660	620	544	3,203	10,362	34.2%
Onsite adoptions	90,000	7,180	6,230	11,715	12,645	10,665	13,250	12,850	12,951	87,486	97.2%
Return to owner-DAC	15,806	1,075	595	1,540	1,435	791	800	660	1,040	7,936	50.2%
Return to owner-CLC	25,792	2,545	1,957	2,042	1,770	1,345	1,745	1,487	1,935	14,826	57.5%
Spay/neuter	79,349	4,061	4,095	5,070	4,042	5,058	3,781	3,220	5,412	34,739	43.8%
Dona Ana County	2,048,154	450,594	145,233	145,233	145,233	145,233	145,233	145,233	145,233	1,467,223	71.6%
City of Las Cruces	2,048,184	450,600	145,235	145,235	145,235	145,235	145,235	145,235	145,235	1,467,245	71.6%
City of Anthony	6,000	-	-	-	3,300	-	-	-	-	3,300	55.0%
Donations & memorials	25,052	1,478	1,383	1,961	1,576	2,001	8,378	1,430	2,041	20,247	80.8%
Grant revenue	211,787	-	-	-	-	-	-	-	-	-	0.0%
City of Sunland Park	2,858	-	-	-	1,750	-	-	-	-	1,750	61.2%
Village of Hatch	335	-	-	-	200	-	-	-	-	200	59.7%
Animal Shelter Services	12,407	870	825	825	1,160	725	915	1,020	925	7,265	58.6%
Other revenue	14,566	1,288	1,470	2,300	4,498	4,455	3,327	2,885	3,525	23,748	163.0%
Investment income	-	2,748	3,739	3,647	4,541	4,195	4,288	4,268	3,664	31,091	0.0%
Total revenues	4,663,592	924,308	312,876	322,053	336,931	321,132	328,331	321,773	335,298	3,202,703	68.7%
Expenditures											
Salary	2,443,091	83,312	240,337	164,347	158,940	167,658	175,466	165,295	260,951	1,416,306	58.0%
Benefits	888,155	28,140	82,406	55,669	53,687	55,681	56,666	56,551	90,753	479,553	54.0%
Temp agency services	25,000	-	-	-	-	-	-	-	-	-	0.0%
Repairs and maintenance	26,214	-	24	142	2,597	1,253	1,832	1,041	2,177	9,067	34.6%
Services	620,900	26,019	25,385	34,236	40,421	46,576	54,973	40,121	50,578	318,308	51.3%
Supplies	482,376	-	21,612	36,670	16,860	73,988	46,429	75,981	35,852	307,392	63.7%
Insurance	73,273	7,916	12,494	-	7,076	7,918	-	34,859	2,860	73,123	99.8%
Other	43,638	687	2,609	5,399	2,792	976	1,156	1,229	1,487	16,337	37.4%
Capital outlay	142,641	-	-	-	-	654	-	-	-	654	0.5%
Total expenditures	4,745,288	146,074	384,867	296,463	282,373	354,703	336,522	375,077	444,658	2,620,740	55.2%
Net Operating Income (Loss)	(81,696)	778,235	(71,991)	25,590	54,558	(33,570)	(8,191)	(53,304)	(109,360)	581,963	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of February 29, 2024**

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



2024-02

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A		
1st Reading:		Adopted:	March 28, 2024
Drafter:	Bernice Navarro	Department:	Administration
Program:	ASCMV	Line of Business:	
Title:	A RESOLUTION AUTHORIZING THE GOVERNING BOARD FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO APPROVE THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2023		

TYPE OF ACTION: ☒ Administrative ☐ Legislative ☐ Quasi-Judicial

PURPOSE(S) OF ACTION:

To approve the annual ASCMV Financial Report for the fiscal year ending June 30, 2023.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On an annual basis, the ASCMV is required to participate in the financial audit of the City of Las Cruces as a JPA. The financial statements of the ASCMV have been audited, sent to the Office of the State Auditor who has completed their review and released the final audit report. This resolution is to accept that audit.

SUPPORT INFORMATION:

[Exhibit "A" - #4065 Animal Service Center of the Mesilla Valley FY23 RL State Auditor Letter](#)

DOES THIS AMEND THE BUDGET?:

- ☐ Yes
☒ No

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

- ☐ Yes
☒ No

Does this action align with Elevate Las Cruces?

- ☐ Yes
☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution and accept the financial audit for the fiscal year ending June 30, 2023.
2. Vote "No"; this will decline accepting the financial audit for the fiscal year ending June 30, 2023.
3. Vote to "Amend"; this will require direction from the ASCMV Board to staff.

Agenda Item #7.1.

4. Vote to "Table"; this could delay acceptance of the financial audit for the fiscal year ending June 30, 2023 and will require direction from the ASCMV Board to staff.

RESOLUTION 2024-02

A RESOLUTION AUTHORIZING THE GOVERNING BOARD FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO APPROVE THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2023

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

WHEREAS, the financial statements of the ASCMV have been audited by PATILLO, BROWN & HILL, LLP for the year ending June 30, 2023; and

WHEREAS, on December 1, 2023 the Office of the State Auditor received the ASCMV Audit Report submitted by PATILLO, BROWN & HILL, LLP on behalf of the Animal Services Center of the Mesilla Valley; and

WHEREAS, the Office of the State Auditor has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC; and

WHEREAS, on February 16, 2024 the Office of the State Auditor released the audit report as shown in *Exhibit "A"*.

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

(I)

THAT the ASCMV Annual Financial Audit Report for the year ending June 30, 2023 is hereby approved by the governing board of the ASCMV.

DONE AND APPROVED this day of

Agenda Item #7.1.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

Agenda Item #7.1.
JOSEPH M. MAESTAS, P.E.
 STATE AUDITOR



RICKY A. BEJARANO, CPA, CGMA
 DEPUTY STATE AUDITOR

State of New Mexico Office of the State Auditor

Via Email

February 16, 2024

SAO Ref. No. 4065

City of Las Cruces
 Animal Service Center of Mesilla Valley

ldemouche@las-cruces.org

Re: Authorization to Release FY2023 Animal Service Center of Mesilla Valley Audit Report

The Office of the State Auditor (OSA) received the audit report for your agency on 12/1/2023. The OSA has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC. This letter is your authorization to make the final payment to the Independent Public Accountant (IPA) who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the OSA. Once the five-day period has expired, or upon the OSA's receipt of a written waiver:

- the OSA will send the report to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the OSA will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per 2.2.2.10.M(4) NMAC, at a meeting held in accordance with the Open Meetings Act, if applicable.

Although no findings were reported in your report, please remember it is ultimately the responsibility of the governing authority of the agency to maintain adequate internal controls over financial reporting and compliance.

Sincerely,

Joseph M. Maestas, P.E.
 State Auditor

cc: Pattillo, Brown & Hill, LLP

Agenda Item #7.1.
JOSEPH M. MAESTAS, P.E.
 STATE AUDITOR



RICKY A. BEJARANO, CPA, CGMA
 DEPUTY STATE AUDITOR

State of New Mexico Office of the State Auditor

Via Email

February 16, 2024

SAO Ref. No. 4065

City of Las Cruces
 Animal Service Center of Mesilla Valley

ldemouche@las-cruces.org

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Joseph M. Maestas, P.E.
 State Auditor

cc: Pattillo, Brown & Hill, LLP