



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

700 N. Main St.
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**Board of Directors Meeting
Thursday, September 28, 2023 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 A 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 August 24th, 2023. 08-24-23 ASCMV Minutes	3 - 15
5. <u>REPORTS/PRESENTATIONS</u>	
5.1. City and County ACO Reports - City Animal Control and County Animal Control	
5.2. Shelter Statistics/Activities - Clint Thacker AUGUST 2023 STATISTICS REPORT	16 - 18
5.3. Committee Reports	19 - 28
a. Finance - Barbara Bencomo, Committee Chair	
b. Executive - Manuel Sanchez, Committee Chair	
c. Facilities - Kasandra Gandara, Committee Chair	
 ASCMV Unaudited Financials FY24 August 2023 - signed	
6. <u>DISCUSSION ITEMS</u>	
7. <u>ACTION ITEMS</u>	
7.1. Resolution 2023-12: Carry Forward Grant Funds and Adjust the FY2024 Budget	

- 7.2. Resolution 2023-13: A Resolution to Recommend A New Joint Powers Agreement Between the City of Las Cruces and County of Dona Ana, As Well As A Memorandum of Understanding Between the City of Las Cruces and The Animal Services Center of the Mesilla Valley.
- 7.3. Resolution 2023-14: Amend the Contract of Clint Thacker, Executive Director for the ASCMV

8. **PUBLIC INPUT**

9. **CHAIR AND BOARD COMMENTS**

10. **ADJOURNMENT**

ANIMAL SERVICE CENTER OF MESILLA VALLEY

August 24, 2023 at 9:00 a.m.

BOARD MEMBERS PRESENT:

Manuel Sanchez - Chairman
Becky Corran - Board Member
Yvonne Flores - Board Member
Fernando Macias - Board Member
Barbara Bencomo - Ex-Officio Member
Mary Lou Ward - Ex-Officio Member

BOARD MEMBERS ABSENT:

Kasandra Gandara - Vice-Chair
Christopher Schaljo-Hernandez – Board Member

I. Call to Order & Pledge of Allegiance (9:01 a.m.): Chair Sanchez called the meeting to order.

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

III. Changes to Agenda and Approval of Agenda: Motion by Board Member Corran, second by Board Member Macias. Motion passed.

IV. Minutes

A. Approval of the Minutes from ASCMV Meeting July 27, 2023: Motion by Board Member Corran, second by Chair Sanchez. Board Member Flores abstained. Motion passed.

V. Reports/Presentations

A. CfPP Presentation: Broken Promises. Jeanne Gilbert, secretary of the Coalition for Pets and People spoke on behalf of Broken Promises Southwest. This is a non-profit organization established in Las Cruces in 2010. They humanely address community cat overpopulation issues through TNR. They operate a small feline sanctuary on the East Mesa, which also hosts pigeons, doves, hens, roosters, all animals that have special needs and cannot be released. All services are provided free of charge. Primary funding comes from donations. They TNR'd 122 cats since January 2023. There are three different kinds of traps used: drop trap, Tru Catch trap, and kitten trap. Joe Miele, the Director, instructs people on how to humanely trap. They has been instrumental in helping trap and stabilize the cat population in the community. They rescue cats from the shelter as their resources allow. They also operate a cattery inside PetSmart. More

volunteers are always needed. Year to date, they has had 14 cats adopted, for a total of 350 cats since their organization was first established in 2010.

This year they have spent \$20,000 on medical expenses, including TNR, surgeries as well as dentals, diagnostics, and medications. A photo shown featured a Styrofoam cooler which is modified to as shelters for community cats in inclement weather.

Board Member Macias suggested a name change to Promises Kept.

B. City and County ACO Reports - City and County Animal Control: Bryan Hulsey reported County July numbers with 252 reported stray animals; 219 animals were picked up; 52 cats, 167 stray dogs. Picked up 10 sick/injured animals, two cats and eight dogs. Ten dogs were owner surrendered. Four-year comparison of stray animals showed it decreased slightly. A four-year field return to owners comparison. July there were 24 field RTOs. Additional animals included 10 owner surrendered dogs, 10 injured animals, eight welfare holds, one shelter quarantine, three home quarantines, and two bite quarantine dogs. There are four currently being held as live evidence at County facility. No rabies submissions this month. There were six diverted intakes. There were 398 general education visits, on microchipping, vaccinations, general care and maintenance for animals. There were 782 calls total for July. Animals picked up per county district: District 1 had seven total dogs; District 2 had a total of 28, three cats and 25 dogs; District 3 had a total of 70, 28 cats and 32 dogs; District 4 had a total of 35, 5 cats and 30 dogs; District 5 had a total of 30, four cats and 26 dogs; District 6 had a total of nine dogs; District 7 had a total of 40, 12 cats and 28 dogs. A comparison graph of stray cats was shown, as well as one for stray dogs. Reasons for owner surrenders: One owner wasn't able to keep the dog on the property; two for vicious or livestock attacks; one dog was sick; two owners were not able to care for; three dogs were aggressive; one had behavior issues. He also reported on the ACES project; 84 residences, 23 officers went through the area for follow-ups. There were 111 total hours on the project. There were 31 initial warnings for citations for the first project. When officers went to follow up, they had seven that were final written warnings or citations from the second project, a rate of compliance of 77%.

Board Member Flores asked what happened to the vicious owner surrender animals. They were taken to the ASCMV and assessed. If it was a court mandated on vicious/dangerous, owner has 30 days to comply with state statute, and return of animals, otherwise the animals is euthanized. Chair Sanchez noted the large number of dogs and asked about possible causes. No specific reason has been identified. Board Member Ward mentioned that County Animal Control is almost fully staffed. Being more fully staffed

means more animals are being picked up. They have new scanners, and also training to keep animals with their families.

Gino Jimenez reported the City's July numbers: 557 reported strays; 232 gone on arrival; apprehended, 325; impounded, 263, 168 dogs and 95 cats. Successful field RTO 62 animals, unsuccessful RTO of 32, for a total of 94 identifiable animals. Three-year comparison shows 557 animals for July, total of 3,563 for the year. The three-year field RTO graph shown with 315 for the year. Looks like RTO will exceed the previous two years. Community cat program graph shown and they responded to 66 cats in traps, of which five were released. This year's total is 468 cat calls, 91 of those were released. Reasons for owner surrender: Seven for aggression; four for inability to care for the animal; three were sick or injured dogs; two dogs for financial reasons; three dogs that bit the owner; two dogs kept escaping; two dogs the owner unsuccessful in rehoming; one for behavioral issues; one for lack of space; one dog over 80 lbs. that the owner couldn't handle; one dog was loud and destructive; and one older dog, owner requested euthanasia. Reasons unable to field RTO: 20 had no contact with registered owner; five had unregistered microchips; four animals microchips were never updated; two had no answer at the chip company; one owner was out of town and said would pick up the animal from the ASCMV. Peak performance measures, goal number one: 65% of reported stray animals are secure. Goal one, the ACOs were able to secure 64.1% of all stray animal calls for July, and last month was 65%. 25% of stray animals were secured and RTO'd in the field. Goal two, ACOs were able to secure 13.7% of those animals with field RTO. Goal three, 10% reduction of stray animal bites, which was a 38% increase from July 1 through 31st of 2023, as compared to 2022. Goal four, 10% reduction in owner victim bites, which was a 25.4% increase. There were 1,277 calls for the month, for a total of 8,417 for the year. They had 12 hours of presentations at National Night Out event. All Officers are currently training for NACA I and II. Scholarships were obtained for all the staff. They have accumulated 86 hours of training.

Board Member Flores asked how the department is able to field such a high number of calls and if more funding is needed. Mr. Jimenez stated if current trends continue, they may reach 16,000 calls for the year. They would rather being doing community outreach, educational projects, and impact projects, but this is what is needed. As the City grows call for service will grow as well. More staff could allow more outreach. Board Member Flores questioned whether some of the calls might not need a response. The majority calls are for strays which is 50% of the call volume, and the rest are for care, maintenance, ordinance questions, barking complaints. Bites and vicious calls take precedence and are top priority. Board Member Ward asked whether the call total includes follow ups. It does, but that number is relatively low.

1
2 **C. Shelter Statistics/Activities:** Clint Thacker introduced the new Animal
3 Service Center Community Cat Program Manager, Mayura Quinn. Ms.
4 Quinn spoke about her enthusiasm for the position and the program, which
5 addresses an extreme need in the community. She is impressed by the
6 cooperation among staff and the community to achieve a high volume of
7 work.

8
9 Mr. Thacker stated currently there are 474 animals at the facility. The goal
10 is to keep that low due to smaller staff right now. Keep the number of
11 animals at the facility where they can be adequately cared for. The intake
12 was 983, 664 dogs, and 310 cats. Reasons for intake: 51% are strays
13 brought by ACOs; next largest number is strays brought in by the public;
14 16.5% were owner surrenders, with smaller numbers for returns and welfare
15 holds. Returns were 13 dogs total and three cats. Returns are always
16 asked, did you follow the suggestion of three, which is three days, three
17 weeks, three months. Three days to let the animal get accustomed, three
18 weeks to know the behavior and routine of the home, and three months to
19 fully adjust and give the animal a chance. When owners cite their issues
20 such as behavior problems, allergies, staff tries to help, but ultimately the
21 Center takes the animal back. There were 188 diverted intakes, higher than
22 last month. When strays/lost animals are brought in by the public, staff offer
23 suggestions; go for a walk, put signs up, ask around. Majority of animals
24 are owned within a square mile of where found. Animals leaving the Center,
25 almost 20% were adopted, reclaims almost 14%, rescued were 17%. The
26 euthanasia rate in July was 33.5%, meaning there was a 65.5% live release
27 rate. That number is high because of the high numbers of animals coming
28 in versus the low number at the Center to provide adequate level of care.
29 Mr. Thacker thanked the local nonprofits who have accepted transfers from
30 ASCMV. Bernalillo County Animal Care visited ASCMV along with other
31 facility directors. A tour was given of our new facility, as well as the old
32 facility. Bernalillo mentioned our high number of cats and requested
33 receiving some. Our rescue coordinators Amy and Liz helped with the
34 transfer. And continue that in the future. Euthanasia reasons, main reason
35 is medical, space. They were looked at because needing space, but also
36 because they have medical issues. Surgeries 299 in July, year to date over
37 2,000. There is an incredible surgical team working hard. Volunteers
38 worked a total of 693 hours, cleaning kennels and cat rooms, collecting
39 food. Volunteer program is exploding due to the coordinator, Yoli, who is
40 wonderful at what she does; attends most events. The total volunteers
41 might be decreasing as the system is purged of inactive volunteers in a
42 specific timeframe. Some volunteers only attend one event, or just the
43 training and Mr. Thacker would like feedback on these volunteers. They
44 attended Best Friends National Conference with Yoli. In the animal world
45 there is Maddie's Fund that helps organizations, and one thing is they
46 review the volunteer program, for which Yoli has signed up. The total

visitors 1,655 for July. The website views were 39,000. Facebook is a great way to get information to responsible pet owners. Views are 12,800. There is a new ad on the radio, Ms. McFluffy face, for spay and neuter. Upcoming events include the Farmers Market on Saturday, September 2nd, PetSmart on September 9th, and the Brewer on 28th. Every weekend they are out, sometimes two places at once; animals will be available, staff will answer questions and provide information. Shylo and Angel, Animals of the Week.

Chair Sanchez asked about the next vaccination and microchipping at the Field of Dreams. October 15th, and are trying to secure microchip and vaccine sponsors. Chair Sanchez mentioned the possibility of a volunteer dog wash at the event as well.

D. Committee Reports

1. Finance - Barbara Bencomo, Committee Chair: Board Member Bencomo reported they are reviewing financials monthly but on a quarterly schedule to bring to the board. That presentation is scheduled for October, the first quarter of the fiscal year. July revenues were 20% of the budget, as they front end load revenue from the City and County. Expenditures were below budget parameter at 8%. Insurance is also front-end loaded, so 11%. The first month always looks a little funny but no unexpected line items or issues with the budget. Also they reviewed items related to the upcoming Class and Comp study the ASCMV is undertaking. There might be some adjustments to salaries. Actual to budget will be monitored to determine if a budget amendment will be needed later on in the fiscal year. Now monitoring and awaiting the study, particularly for the vacant veterinarian position. Also any other associated increases for equity or other reasons. Also discussed draft changes to the JPA and MOU, which will be presented today. The Finance Committee meets the week before the Board meeting, which will be Thursday, September 21st, at 2:30 pm.

2. Executive – Manuel Sanchez, Committee Chair: There was a brief meeting discussing today's agenda, what was anticipated. Also a discussion on the cat cages that were not to spec. The corrected items per spec will be received. Also discussed the opportunity to possibly purchase the non-conforming cats cages. Mr. Thacker stated the cost would be \$60,000, which is a 20-25% discount. Hopefully getting that finalized and move forward. Chair Sanchez didn't know if this was discussed with the Finance Committee. Discussion on budget and plan this in there. These cat cages might give some flexibility at the ASCMV. Board Member Bencomo asked about the total associated expenditures, just cages or any facility retrofits required and would there be additional expenditures related

1 to these nonconforming cages. Mr. Thacker stated there are no
2 changes, no retrofitting, individual cages that could put on wheels if
3 desired, and no future expenditures. The timing for the expenditure
4 is unknown, but within this fiscal year, probably next three months.
5 There is some grant money can be used for general support. Board
6 Member Bencomo suggested flexibility with grants. Currently they are
7 tracking the budget with respect to the actual to budget parameter,
8 looking at vacant positions, timing to fill positions, potential for utilizing
9 those funds. If expenditure is early in the year, then typically track
10 and evaluating potential impacts for around mid-year, as to
11 adjustments. She explained that the Finance Committee was looking
12 at the budget carefully and that there may not be room for
13 adjustments. Mr. Thacker said they will discuss it in the Finance
14 Committee meeting once the idea is more solidified.
15

- 16 **3. Facilities - Kasandra Gandara, Committee Chair:** Mr. Thacker
17 reported on the new kennels that are completed and installed on the
18 inside. The outside do not have tops on, and are getting a quote to
19 get that completed. They were value engineered out of the project,
20 and are getting that completed and a quote. Also discussed the
21 Community Cat Program and the manager. Discussed the cement
22 project, and a quote from Jaynes, utilizing money from the \$150,000
23 grant, using \$80,000 from that and some funds left over from Center
24 for that project as well. Hopefully two to three before starting. Not a
25 whole pod to pod pour of cement, but smaller rectangles that fit the
26 get acquainted rectangle fence area. And also crusher fines around
27 the edges. Not a great solution due to possible diseases, but gets
28 completed with cement bottom and get acquainted. In further years
29 be able to fill the areas of crusher fine with cement. The fire alarm
30 went off at the new Center and the chain of phone calls works, due to
31 the phone call he received 6:00 a.m. Upon his arrival a crew was
32 cleaning the air conditioning ducts, which had caused dust to settle
33 on the alarms. The Fire Department also responded.
34

35 Mr. Thacker spoke further on the cement project, as his original
36 request was to have the entire area one big cement slab, making it
37 easier to clean off. The current plan is to have areas around the get
38 acquainted cement slabs that are just rock, cannot be cleaned. This
39 was original slated to be a large slab but was bioengineered out to do
40 just rocks. This was explained it just will not work and a compromise
41 was to do cement slabs, but they do not go from pod to pod.
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VI. DISCUSSION ITEMS:

A. **Update on the new JPA and the new MOU between the City of Las Cruces and the ASCMV:** The current JPA dates from 2012 and many things have changed; the ownership of the property, previously the city of Albuquerque had an interest and that has been removed. There's a new building and structures that have been added to the site. The fiscal agent services that are outlined in the JPA need to be updated due to changes and responsibilities. Now is a good time to come back to the agreement, make sure it still addresses the needs of the parties involved. The review that has actually been underway for quite some time has yielded quite a few recommendations for changes. First, there's a recommendation for a structural change in the JPA: remove the fiscal agent responsibilities from the JPA and create an MOU. This follows a template that's being used for South Central Solid Waste JPA and MOU, which was adopted 2022. The JPA is approved by the City, the County, and the State Department of Finance and Administration. An MOU would only need to be approved by the ASCMV and the City by resolution and therefore could be more easily updated if the responsibilities of the City and the Center changed with respect to the services that are being provided. That allows more flexibility for those particular services. JPA draft changes are being proposed that remove any language pertaining to fiscal agent responsibilities and moved into the MOU.

Another recommended change to the JPA is to Board membership. Currently, there are six voting members stipulated in the JPA; three City elected officials or staff, three County elected officials or staff, and two ex officio or non-voting members, which are the City Manager, County Manager, or their designees. The draft changes recommend for eight voting members: one elected official from the City, and one from the County, one City Manager designee, one County Manager designee, and then a total of four public appointees, two from the City, and two from the County. There are changes related to clarifying language in the JPA. Some under the real and personal property, as mentioned previously. The City Clerk reviewed the JPA and recommended the inclusion of some language regarding the Open Meetings Act. Previously in the JPA there was different language for the situation which a Board Member could be removed, whether the Board Member was from the City or from the County. In the proposed changes there now is one statement that applies to any Board Member for which they could be removed. Clarified the language that defines the budgetary reserve, and also the budget development process.

Additionally included term limits for the Board: A maximum of two two-year terms could be served. Previously the language said there could be

1 renewals with no limitation. Meeting recommended changes are to have
2 quarterly meetings instead of monthly meetings, therefore, there the
3 attendance threshold was raised from 25% to 50%. We added to the duties,
4 rights and authority of the Center to indicate what the Center is providing to
5 the community. This is similar to some language in the South Central Solid
6 Waste Authority's JPA that just defines the services provided. Then City
7 Legal's review of the JPA recommended adding language to stipulate
8 periodic review and renewal of the JPA to be every five years. There has
9 been extended time between the last JPA and the recent review and this
10 with keep it fresh and applicable to all the parties.

11
12 Currently the Center does not have an associated MOU with the JPA for
13 fiscal agent services. Those are outlined in the JPA, but again the
14 recommendation is to create an MOU. All of the service providers from the
15 City were asked to weigh in and list all of the services to be provided to the
16 Center. ASCMV reviewed those to make sure they were in agreement with
17 the services to be provided; so Finance, HR, IT, Risk, and Fleet all have
18 outlined services to be provided in the draft MOU. We also have the duties
19 of the Center. Compensation for services is to be based upon an annual
20 cost allocation study that the City already undergoes. That study is utilized
21 to establish the costs for other JPA entities, including MRVDA, and South
22 Central Solid Waste Authority. The City would be in alignment with that for
23 the Center. The current JPA has language about compensation that set a
24 specific dollar amount back in 2012, and then an increase based on
25 inflation. But it didn't have any relationship back to the actual services being
26 provided. The cost allocation study that we undergo every year really starts
27 with an agreement of what services are being provided and are needed by
28 the entity, and then what are the costs of those associated services. Again,
29 it's renewed every year, so it would be something that would take place in
30 the fall in advance of the budget development that we typically do in the
31 spring of every year.

32
33 The next steps for updating the JPA and establishing the MOU would of
34 course be today at this work session for Board input on the documents that
35 were provided to you. City and County Legal review would need to take
36 place based on any changes or additions to the documents. City and
37 County would need to approve, as governing bodies, any changes to the
38 JPA and MOU. Then of course there would be State approval required for
39 the JPA ultimately as we renew that document as well. Director Clint
40 Thacker and Board Member Macias were also part of the review and
41 proposed changes for the two documents.

42
43 Board Member Corran expressed thanks for this work. She agreed with the
44 proposal to switch to quarterly instead of monthly meetings because Board
45 Members are volunteers. She also liked the fact that the new documents'
46 structure would now mirror other organizations, and have a predictable,

1 understandable relationship that they can work on each year without
2 requiring State approval. She approves of members of the public being
3 represented on the Board.

4
5 Board Member Flores asked who were involved in restructuring the JPA.
6 Board Member Bencomo, Mr. Thacker, Board Member Macias, and past
7 Assistant City Manager, Eric Enriquez. The associated legal departments
8 have reviewed the proposed changes and made recommendations as well.
9 City Clerk, Christine Rivera, recommended adding language related to the
10 Open Meetings Act. Mary Lou Ward, Ex-Officio Board Member. Assistant
11 County Manager Deb Weir. Board Member Macias mentioned Gino
12 Jimenez and Lieutenant Wiitala.

13
14 Board Member Flores expressed concerns. She agrees with the idea of
15 members of the public serving on the Board. She agrees that the JPA
16 needs to be updated, especially due to land ownership changes. She
17 thanked all who have worked on the JPA. She dislikes the idea of one
18 person from each governmental agency. Having four public members and
19 only two elected officials, she said "No." And would not be able to support
20 that. She stated that elected officials are important because they are the
21 people held accountable if the Board fails to comply with the rules and
22 regulations of the JPA. She would like to request a workshop on this to fully
23 discuss and have legal represented there also. Board Member Bencomo
24 asked whether the work session would be on discussion related to the
25 Board membership structure. Board Member Flores stated she would like
26 to discuss the entire JPA proposal. She does not like term limits for Board
27 Members as there needs to be understanding the organization's history.
28 This presentation was to get input from the Board. Board Member Flores
29 mentioned two Board Members missing from today's meeting. She states
30 the structural stuff is questionable to her. And need to review the
31 relationship between the City and the County and the respective duties and
32 obligations.

33
34 Board Member Bencomo asked for confirmation that the Board make up
35 and term limits were a concern, as well as further discussion on the JPA
36 and MOUS. Board Member Flores added that the substantive rights and
37 responsibilities of the County and the City. Board Member Macias stated
38 this is a first sharing. These are only recommendations. He stated it has
39 been his opinion is that elected officials are stretched among many different
40 obligations and committees, and he pointed out that two officials are absent
41 from this meeting as they are at other meetings. Although we have these
42 boards, ultimately it's the City Council and the County Commission that are
43 making decisions. This Board gives input, it suggests directions, but the
44 commitment of funding, the commitment of personnel, ultimately comes
45 from the City Council and the County Commission, not necessarily this
46 Board, or the other Boards that exist. Historically the County has only had

1 two elected officials. He stated he shouldn't be here, but I'm here because
2 we don't have another County Commissioner willing to assume the
3 responsibility. This reflects on the number and time commitments that
4 elected officials have. There are at least 13 committees that elected officials
5 sit on. Why not open it up to have public representatives? You have so
6 many good individuals in this community, far more informed of animal
7 security or safety issues than perhaps even some of the Board members.
8 He also acknowledged that there are people in the community who know
9 far more than he does about the intricacies of animal care and the dynamics
10 that are occurring in the community. Public would enhance the role, give
11 greater opportunity to have participation in decision making related to
12 actions of the City and the County. If someone were to say not to diminish
13 the role of the elected officials so quickly, that there could be a transition,
14 then remove the City Manager and the County Manager and just put two
15 more, either a Commissioner or another Councilor on. Find a balance if
16 there is concern with not enough elected officials, based on majority of the
17 Board believes. These meetings spend a lot of time hearing reports, which
18 is important, but use portions of these meetings to have more of the policy
19 discussion, so in a meeting or two ready to make presentations to both the
20 County Commission and the City Council for changes. The term limits apply
21 to members of the public because the City Council and County Commission
22 at some point will transition anyway as they have limits already. For those
23 in the community it would be good to transition with so many strong
24 advocates. He suggested returning the City and County Manager to roles
25 as ex officio members. There is value having higher management
26 participating in the process, they help maintain a degree of continuity in the
27 discussions and bringing finality to the discussions, and bringing matters
28 forward to the Commission, being resources for the entire advisory board.
29 That is why have management level and encourage as high management
30 level as possible to be participating in the process.

31
32 Board Member Flores thanked him and reiterated her concern about liability
33 of Board Members. Chair Sanchez is not opposed to having a work session
34 to discuss the JPA. His recommendation is get more finalized. The Board
35 that's currently meeting has final recommendations. Based off of initial
36 input, there can be a work session for digging into it a little more. That way
37 closer to more of details that have been ironed or approved by Legal. He
38 is in support of what has been proposed today. Having people on the Board
39 that have experience, interactions with the ASCMV, hearing their voices and
40 recommendations directly from them would be an asset to the ASCMV as
41 well as the County Commission and the City Council. The ASCMV Board
42 recommendation still go through City and County, to increase budget,
43 change policies, etc. Without the members of the public, the rescues, the
44 actions of the ASCMV and everything done in the community, does not work
45 without them.
46

Board Member Bencomo stated she would characterize today's document as being a very advanced slate of recommendations, again to the extent they have already been reviewed by Legal, as well as multiple parties. She suggests taking this documentation and utilize it as the basis for that discussion and additional input. Chair Sanchez asked about the timeline for approval. There is no specific timeline as to when this will come forward to Council and Commission. Board Member Corran mentioned the Board membership will change as of January 1st, and urged completion by that date. Chair Sanchez would like to target October for approval of the JPA, giving time if needs be. This Board would review and make a recommendation to the County Commission and City Council for adoption before proceeding. More discussion ensued about the timeline for Board discussion and potential action. Board Member Macias does not expect any legal issues. The State Board of Finance has a variety of appointees to it. He mentioned that liability insurance policy covers anyone who is acting in an official capacity for either the City or the County. Chair Sanchez will add this to the agenda for September 28th. Board Member Bencomo stated if the ASCMV Board is going to adopt by resolution a recommendation to the Council and Commission, it would be advantageous to have a work session prior to September 28 Board meeting, allowing for a resolution to be crafted. Board Member Flores asked Board Member Macias for more information the JPA about Board Member liability. Board Member Macias stated it is State law of policies of both City and County. Chair Sanchez suggested the week for September 4th or 11th, for a work session focused on the JPA.

VII. ACTION ITEMS:

- A. Resolution 2023-11: Amend the Contract of the ASCMV Executive Director, Clint Thacker:** Chair Sanchez explained that the information packet for this meeting does not specify a salary number because at the time it was prepared, Chair Sanchez didn't have any current number from which to calculate the 5% increase recommended by the Board. Mr. Thacker's current salary is \$120,702.40. The recommended increase of 5%, would be \$6,035.12, so annual salary of \$126,737.52.

Motion by Board Member Corran, second by Board Member Flores. Motion passed.

- VIII. PUBLIC INPUT:** Jeanne Gilbert mentioned the lack of opportunity for public input on the presentations by Animal Control, and also the Shelter Statistics. She stated that 66 cats in traps for the month of July in the City and only 5 were released, and questioned why the number is so small. She is hoping that the cats didn't have eartips, as they could be microchipped or have identification. Also she asked on the Peak Performances and the word secure was confusing as 25% are returned to the owner. If they are already RTO, they are secure. So clarification on the

word secure, which was used elsewhere in the presentations. Mr. Jimenez explained secure only means that the ACO secured, not the citizen or animal. The five that were released because they met the requirements for a community cat, i.e. ear-tipped, microchipped, vaccinated, and/or spay/neuter.

IX. CHAIR AND BOARD COMMENTS: Mary Lou Ward gave an update Animal Control of Doña Ana County encountered a dog that was malnourished that has gone viral. The dog plus a second dog were picked up the next day, removed from the owner's property, and both are in the custody of Callista Animal Hospital. They came first to County ACO, owner released them, and then ownership turned over to Calista Animal Hospital and doing better. The owner has been held accountable.

IX: Adjournment (10:52 a.m.) Board Member Corran moved and Board Member Macias seconded. The next board meeting is September 28th. Notice will be provided regarding the work session on the JPA.

BOARD OF DIRECTORS

Manuel Sanchez, Chairperson

Kasandra Gandara, Vice-Chair

Becky Corran, Board Member

Yvonne Flores, Board Member

Fernando Macias, Board Member

Christopher Schaljo-Hernandez, Board Member

Barbara DeLeon, Ex Officio Member

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ATTEST:

Mary Lou Ward, Ex Officio Member

Amanda Lopez Askin, County Clerk

Animal Services Center of the Mesilla Valley

Monthly Statistics Report-July 2023

		<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, donkey)</i>	<i>Total</i>
INTAKE	City of Las Cruces									
	Owner Surrender	82	49			1				132
	Returned Adoptions	4	1							5
	Seized/Welfare Hold	24	0							24
	Strays (brought in by the public)	67	37							104
	Strays (brought in by Animal Control)	108	103					1		212
	Wildlife							1		1
	Subtotal City of Las Cruces	285	190	0	0	1	0	2	0	478
	Doña Ana County									
	Owner Surrender	59	4							63
	Returned Adoptions	0	0							0
	Seized/Welfare Hold	8	8							16
	Strays (brought in by the public)	34	42							76
	Strays (brought in by Animal Control)	161	108							269
	Wildlife									3
	Subtotal Doña Ana County	262	162	0	0	0	0	0	0	427
	Anthony, NM	10	5							15
	Hatch	0	0							0
	Mesilla	2	1							3
	Sunland Park	18	0							18
	WSMR	1	0							1
	Born In Care	3	0							3
	Community Cats									0
	Jurisdiction Unknown/Other									0
	Transfers In									0
	Total Intake	581	358	0	0	1	0	2	0	945

		<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, donkey)</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-Missing									0
	Offsite-Stolen From									0
	Shelter-Escaped									0
	Shelter-Missing									0
	Shelter-Stolen From									0
	Subtotal Admin Missing	0	0	0	0	0	0	0	0	0
	Adoptions	127	90	4						221
	Expired in Shelter Care	5	1					1		7
	Expired in Foster Care	0	4							4
	DOA									0
	Return to Owner	98	1							99
	Transferred Out (Rescues)	98	59			1				158
	Community Cats (TNR)	0	75							75
	Wildlife Release									0
	Owner Request Euthanasia	80	13							93
	Euthanized									0
	Behavior - Aggressive - Dog	19	0							19
	Behavior - Aggressive - Other Animals									0
	Behavior - Aggressive - People	1	3							4
	Behavior - Feral	4	35							39
	Behavior - High Arousal Level									0
	Behavior - Problem Eliminator									0
	Behavior - Resources Guarding									0
	Behavior - Timid									0
	Behavior - Timid - Fear Biter	4	4							8
	Court Order									0
	Medical - Distemper Suspect - Resp/GI									0
	Medical - Distemper - Exposed	3	0							3
	Medical - Distemper - TX									0
	Medical - Distemper - Non TX									0
	Medical - Failure of Vital Function									0
	Medical - Failure To Thrive	11	9							20
	Medical - Felv									0
	Medical - FIV									0
	Medical - General	8	8	1						17

		<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</i> (horse, goat, sheep, pig, donkey)	<i>Total</i>
	Medical - Geriatric	0	1							1
	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	1	0							1
	Medical - Parvo - TX									0
	Medical - Parvo - Non TX	16	0							16
	Medical - Pregnant									0
	Medical - Prolapse									0
	Medical - Respiratory Signs - TX	3	1							4
	Medical - Respiratory Signs - Non TX	5	30							35
	Medical - Ringworm	1	10							11
	Offsite Euthanasia									0
	Rabies Suspect - General									0
	Rabies Suspect - Injured									0
	Rabies Suspect - Sick/Symptomatic									0
	Rabies Suspect - Wildlife									3
	Severe Injuries - Animal Attack									0
	Severe Injuries - General	2	8							10
	Severe Injuries - Hit By Car	1	5							6
	Space - Behavior	37	3							40
	Space - General	17	0							17
	Space - Medical	95	0							95
	Wildlife - Nuisance									0
	Subtotal Euthanized	228	117	1	0	0	0	0	0	349
	Euthanasia Rate	39.2%	32.7%	#DIV/0!	na	na	na	na	na	36.9%
	Total Outcome	636	360	5	0	1	0	1	0	1,006
Grand Total	Intake*	581	358	0	0	1	0	2	0	945
	Outcome*	636	360	5	0	1	0	1	0	1,006
Statistics	Live Release Rate	58.6%	65.8%	80.0%	na	100.0%	na	#DIV/0!	na	61.5%
	Euthanized, Expired in Care, DOA	233	122	1	0	0	0	1	0	360
	Average Intake/day	18.7	11.5	0.0	0.0	0.0	0.0	0.1	0.0	30.5
	Average Outcome/day	20.5	11.6	0.2	0.0	0.0	0.0	0.0	0.0	32.5
	Average Euthanizations/day	7.4	3.8	0.0	0.0	0.0	0.0	0.0	0.0	11.3
	Average RTO/day	3.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.2
	Average Adoptions/day	4.1	2.9	0.1	0.0	0.0	0.0	0.0	0.0	7.1

**ASCMV Website Page Views -- 38,747

*ASCMV Instagram--29,882 people reached; 286,743 impressions; 166 ad clicks

**ASCMV Facebook Page Views -- 18,903

MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Trevino, Comptroller **Initials:** JT
Date: September 18, 2023

Subject: Animal Service Center of the Mesilla Valley Preliminary Unaudited Financial Report for August 31, 2023.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended August 31, 2023. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$1,199,195 in the General Fund. Total assets were \$1,345,866. Accrued payroll liabilities ended at \$118,761. Total liabilities were \$430,737. The unassigned fund balance was \$915,129.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$1,237,185 which is 27.1% of budget. YTD operating expenditures were \$530,942 which is 11.4% of budget. The operating income for the period was \$706,243.
- Operating revenues were at 27.1% due to initial contributions of 22.0% of the budget from the City of Las Cruces and Dona Ana County. City of Las Cruces return to owner revenues are at 17.5% which is contributing to the 27.1% total revenues. Insurance was at 30.4% of budget. All other expenditures were below the budget parameter of 16.7%
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

CC: Joshua Saffell, Accounting Supervisor
CC: Veronica Ulloa, Accountant I

Initials: JS
Initials: VU

Agenda Item #5.3.

Animal Service Center of the Mesilla Valley Statement of Net Position August 31, 2023 (Unaudited)

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 1,199,195	\$ 28,012	\$ -	\$ 1,227,207
Accounts receivable	146,671	-	-	146,671
Total Current Assets	<u>1,345,866</u>	<u>28,012</u>	<u>-</u>	<u>1,373,878</u>
Capital Assets				
Equipment, net of accum depr	-	-	318,456	318,456
Total Capital Assets	<u>-</u>	<u>-</u>	<u>318,456</u>	<u>318,456</u>
Total Assets	<u>1,345,866</u>	<u>28,012</u>	<u>318,456</u>	<u>1,692,334</u>
Liabilities				
Current Liabilities				
Accounts payable	(16,132)	-	-	(16,132)
Accrued wages payable	97,049	-	-	97,049
Accrued payroll liabilities	118,761	-	-	118,761
Revenue collected in advance	231,059	-	-	231,059
Total Current Liabilities	<u>430,737</u>	<u>-</u>	<u>-</u>	<u>430,737</u>
Fund Balance				
Required reserve	-	-	-	-
Restricted	-	28,012	-	28,012
Unassigned	915,129	-	318,456	1,233,585
Total Fund Balance	<u>915,129</u>	<u>28,012</u>	<u>318,456</u>	<u>1,261,597</u>
Total Liabilities and Fund Balance	<u>\$ 1,345,866</u>	<u>\$ 28,012</u>	<u>\$ 318,456</u>	<u>\$ 1,692,334</u>

Agenda Item #5.3.

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended August 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues			
Vaccinations	53,010	2,154	4.1%
Pet micro-chip	30,292	1,830	6.0%
Onsite adoptions	90,000	13,410	14.9%
Return to owner-DAC	15,806	1,670	10.6%
Return to owner-CLC	25,792	4,502	17.5%
Spay/neuter	79,349	8,156	10.3%
Dona Ana County	2,048,154	595,827	29.1%
City of Las Cruces	2,048,184	595,835	29.1%
City of Anthony	6,000	-	0.0%
Donations & memorials	25,052	2,861	11.4%
Grant Revenue	110,000	-	0.0%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	26,973	4,453	16.5%
Investment income	-	6,487	
Total revenues	4,561,805	1,237,185	27.1%
Expenditures			
Salary	2,443,091	323,650	13.2%
Benefits	888,155	110,546	12.4%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	34,214	24	0.1%
Services	624,900	51,404	8.2%
Supplies	436,303	21,612	5.0%
Insurance	67,200	20,410	30.4%
Other	44,638	3,296	7.4%
Capital outlay	80,000	-	0.0%
Total expenditures	4,643,501	530,942	11.4%
 Net income (loss)	 (81,696)	 706,243	
 Net change in Fund Balance	 \$ (81,696)	 706,243	
 Beginning Fund Balance		 208,886	
 Ending Fund Balance		 \$ 915,129	

BUDGET PARAMETER	16.7%
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**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 August 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	122,513	18,901	15.4%
Benefits	57,568	8,695	15.1%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	500	-	0.0%
Supplies	3,125	15	0.5%
Insurance	-	-	0.0%
Other	2,238	281	12.6%
Capital outlay	80,000	-	0.0%
Total expenditures	<u>265,944</u>	<u>27,892</u>	10.5%

**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 August 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	654,019	74,359	11.4%
Benefits	232,914	26,470	11.4%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	88,900	-	0.0%
Supplies	171,542	12,859	7.5%
Insurance	-	-	0.0%
Other	14,000	1,831	13.1%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,161,375</u>	<u>115,519</u>	9.9%

**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 August 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	1,075,357	142,470	13.2%
Benefits	368,646	43,669	11.8%
Temp agency services	25,000	-	0.0%
Repairs and maintenance	34,214	24	0.1%
Services	110,500	-	0.0%
Supplies	178,436	7,346	4.1%
Insurance	-	-	0.0%
Other	26,200	265	1.0%
Capital outlay	-	-	0.0%
Total expenditures	<u>1,818,353</u>	<u>193,774</u>	10.7%

**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 August 31, 2023 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	591,202	87,920	14.9%
Benefitis	229,027	31,712	13.8%
Repairs and maintenance	-	-	0.0%
Services	425,000	51,404	12.1%
Supplies	83,200	1,391	1.7%
Insurance	67,200	20,410	30.4%
Other	2,200	922	41.9%
Total expenditures	<u>1,397,829</u>	<u>193,758</u>	13.9%

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance as of August 31, 2023 (Unaudited)**

	General Fund 7440				
	Revised Budget	July 2023	August 2023	Total	Actual/Bgt %
Revenues					
Vaccinations	53,010	1,014	1,140	2,154	4.1%
Pet micro-chip	30,292	855	975	1,830	6.0%
Onsite adoptions	90,000	7,180	6,230	13,410	14.9%
Return to owner-DAC	15,806	1,075	595	1,670	10.6%
Return to owner-CLC	25,792	2,545	1,957	4,502	17.5%
Spay/neuter	79,349	4,061	4,095	8,156	10.3%
Dona Ana County	2,048,154	450,594	145,233	595,827	29.1%
City of Las Cruces	2,048,184	450,600	145,235	595,835	29.1%
City of Anthony	6,000	-	-	-	0.0%
Donations & memorials	25,052	1,478	1,383	2,861	11.4%
Grant revenue	110,000	-	-	-	0.0%
City of Sunland Park	2,858	-	-	-	0.0%
Village of Hatch	335	-	-	-	0.0%
Other revenue	26,973	2,158	2,295	4,453	16.5%
Investment income	-	2,748	3,739	6,487	0.0%
Total revenues	4,561,805	924,308	312,876	1,237,185	27.1%
Expenditures					
Salary	2,443,091	83,312	240,337	323,650	13.2%
Benefits	888,155	28,140	82,406	110,546	12.4%
Temp agency services	25,000	-	-	-	0.0%
Repairs and maintenance	34,214	-	24	24	0.1%
Services	624,900	26,019	25,385	51,404	8.2%
Supplies	436,303	-	21,612	21,612	5.0%
Insurance	67,200	7,916	12,494	20,410	30.4%
Other	44,638	687	2,609	3,296	7.4%
Depreciation	-	-	-	-	0.0%
Capital outlay	80,000	-	-	-	0.0%
Total expenditures	4,643,501	146,074	384,867	530,942	11.4%
Net Operating Income (Loss)	(81,696)	778,235	(71,991)	706,242	
Net Change in Fund Balance	\$ (81,696)	\$ 778,234	\$ (71,991)	\$ 706,242	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of August 31, 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	-	\$ 150,000	Local Grant	6/30/2024	Exclusively for the purchase of a new TNR mobile unit
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		\$ 75,000	Local Grant	Until Spent	Petco Love 2022 Animal Welfare Organization (AWO) grant cycle award to be used for any lifesaving purpose.

Total \$ 231,059

Signature: 
Veronica Ulloa (Sep 18, 2023 13:59 MDT)

Email: veulloa@las-cruces.org

Signature: 
Joshua Saffell (Sep 18, 2023 16:51 MDT)

Email: jsaffell@las-cruces.org

ASCMV FINANCIAL STMTS FY24-01-August 2023 SSS

Final Audit Report

2023-09-18

Created:	2023-09-18
By:	Veronica Ulloa (veulloa@las-cruces.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnAAxNyEZ0pjyU8twkRSQeT799G-xPawC

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-  Document e-signed by Veronica Ulloa (veulloa@las-cruces.org)
Signature Date: 2023-09-18 - 7:59:15 PM GMT - Time Source: server
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Approval Date: 2023-09-18 - 10:56:11 PM GMT - Time Source: server
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