



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, November 17th, 2022 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 October 27th, 2022.

V. Reports/Presentations

- a. CfPP Presentation: SNAP (Spay Neuter Action Program)
- b. City and County ACO Reports – City Animal Control and County Animal Control
- c. Shelter Statistics/Activities – Clint Thacker
- d. Committee Reports
 1. Finance – Eric Enriquez, Committee Chair
 2. Executive – Becky Corran, Committee Chair
 3. Facilities – Kasandra Gandara, Committee Chair

VI. Public Input

VII. Chair and Board Comments

VIII. Adjournment

Next Meeting: December 22nd, 2022

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2
3 **October 27, 2022 at 9:00 a.m.**

4
5
6 **BOARD MEMBERS PRESENT:**

7 Becky Corran– Chair
8 Lynn Ellins – Vice-Chair
9 Yvonne Flores - Board Member
10 Kasandra Gandara - Board Member (arrived 9:07)
11 Fernando Macias - Board Member (arrived 9:06, departed 10:15)
12 Manuel Sanchez - Board Member (arrived 9:03)
13 Eric Enriquez - Ex-Officio Member (arrived 9:03)
14 Mary Lou Ward - Ex-Officio Member

15
16 **BOARD MEMBERS ABSENT:**

17
18 **I. Call to Order & Pledge of Allegiance (9:02 a.m.):** Chair Corran called the
19 meeting to order.

20
21 **II. Determination of Quorum:**

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

25
26 **IV. Reading of Closed Meeting Statement for October 3, 2022:** The Animal
27 Services Center of the Mesilla Valley Board of Directors met in closed session at
28 10:00 a.m. on October 3, 2022. The following Members were in attendance: Board
29 Members Macias, Flores, Gandara, Ellins, Ward, Corran. Others in attendance
30 included ASCMV staff Bernice Navarro and Clint Thacker, and attorney Ben
31 Young. The meeting adjourned at 11:17 a.m. The Animal Services Center of the
32 Mesilla Valley met in closed session and only discussed those limited items as
33 stated in the posted notice.

34
35 **V. Minutes**

36
37 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**
38 **September 22, 2022:** Motion by Board Member Flores, second by Board
39 Member Ellins. Motion passed.

40
41 **VI. Reports/Presentations**

42
43 **A. CfPP Presentation: Broken Promises SWELLING - Jean Gilbert:**
44 Contact information was shown. Broken Promises is a non-profit which was
45 established in 2010. They humanely address community cat
46 overpopulation issues through trap/neuter/return. They operate a small

1 sanctuary for felines and other animals on the East Mesa; includes a small
2 number of birds. These animals are injured or have special needs which
3 makes them unrelease-able. Their Board of Directors also includes a
4 member who does TNR work in Alamogordo. All services of Broken
5 Promises are provided free of charge; relies heavily on donations as a
6 primary source of funding.
7

8 From 2014 to present, they have TNR'd 1,961 cats: average of 217 per
9 year. To date for this year they have TNR'd 165 cats. The only thing that's
10 causing a hold up is the availability of spay/neuter appointments. They have
11 completed work in at least one colony over a year and a half. Pictures of
12 saved animals were shown. Broken Promises prefers not to hold ferals for
13 a lengthy period but do make provisions when necessary. Joe Neely led a
14 TNR workshop on the Unitarian Campus on September 11th. There were
15 22 attendees to learn the proper way to TNR, feed, and maintain a colony
16 of cats. During the TNR workshop there were videos shown which included
17 one working with a drop trap. Broken Promises has found homes for 27
18 cats this year to date: most adopted through the cattery. Since 2010 they
19 have adopted out approximately 330 cats. Pictures of cats that received
20 help for various illnesses or accidents were shown. New Mexico is short
21 70,000 veterinarians.
22

23 **B. City and County ACO Reports - City and County Animal Control:** Brian
24 Hulseby gave the County ACO report. In September they had 279 reported
25 stray animals; 205 were picked up of which 70 were cats and 135 were
26 dogs. There were 10 sick or injured animals; three cats and seven dogs.
27 There were 17 owner surrender of which all were dogs. The four year
28 reported stray comparison was shown. The four year field return to owner
29 comparison was shown; a good amount this month. Additional animals
30 picked up included eight welfare hold animals, three shelter quarantines,
31 four home quarantine, seven dogs in court hold, and one rabies submission
32 which came back negative. Animals picked up by district was shown;
33 District 1 was one dog; District 2 was 18 cats and 13 dogs; District 3 had 10
34 cats and 29 dogs; District 4 was 28 cats and 34 dogs; District 5 was four
35 cats and 13 dogs; District 6 was nine cats and 12 dogs; District 7 was one
36 cat and 33 dogs. More dogs were picked up in September rather than cats
37 for unknown reasons. A map was shown of the stray cats picked up by
38 district. A map was shown of the stray dogs picked up by district. Reasons
39 for owner release included two the owner couldn't keep the dogs on the
40 property, eight vicious or livestock attack, two were sick or old, and five were
41 aggressive.
42

43 There was discussion on how to get a map of where the calls are coming
44 from versus where they pick up the animals; find repeat offenders or
45 numerous calls. They could potentially do that with GIS but would need to
46 work with the rest of the county to get it set up. Mr. Hulseby will look into it.

1 The County ACO works with people in problem areas to educate them.
2 They are working on a pilot program for people who may need a trap for
3 animals they can pick one up and bring it back. There was a
4 recommendation to use community resource centers to keep local traps to
5 check out to communities. Mapping can be done with the GIS department
6 in the county. There is currently a system in place for repeat offenders
7 where they keep track of animal owners who neglect and don't comply;
8 address them, educate them, and either give them a citation or warning in
9 the progressive process. That system is in the share drive which all ACO
10 Officers can access while in the field. The ACO Officers can look at notes
11 in the system for each property; how many times they have been out there
12 and if they've been charged. Charging them in court is in the new ordinance
13 to hopefully help move further in getting compliance. There is a new trap
14 system where the Officers go out and loan out traps for problematic or
15 vicious and dangerous animals. Once those traps are gone they can offer
16 to the person to come to the office to pick one up.
17

18 When animals are taken for court hold it's for cruelty, livestock attack, bite,
19 neglect, and etcetera. Those are typically cases to get a warrant on for
20 holding those animals at the court. Sometimes the cases can be done
21 within a couple weeks and sometimes it takes months. The court hold
22 quarantine case was just brought in for a livestock attack. Bond levels and
23 release is more than normal for those charges. People have been charged
24 for animal abuse; some cases take longer because of a felony level at the
25 district court; need to be more aggressive in having the district court address
26 issues quickly when animals are in quarantine. Board Member Flores
27 believes there should be publicity about this; owners should know they are
28 accountable for the welfare of their animals. The Officers do follow up with
29 the owners after; sometimes it goes well and sometimes it doesn't.
30

31 Gino Jimenez gave the City ACO report. In September they responded to
32 517 reported strays; 312 were gone on arrival with 205 apprehended. Of
33 those 179 were impounded at the ASCMV; 104 dogs and 75 cats. They
34 were successful in field RTO 26 animals with 20 unsuccessful: 46
35 identifiable animals. A graph was shown of reported strays; year to date
36 total of 4,237. A graph was shown of the past three years field RTO's; year
37 to date total of 396. There is typically a drop in winter months. The
38 community cat program had 39 animals in traps; of those 29 were released
39 where they were caught. Year to date total is 417 with 81 released.
40

41 Reasons for owner surrender include eight could no longer afford them, five
42 from one owner was going to be put into assisted living and could no longer
43 care for himself or the cats, three dogs for aggression towards toddlers and
44 owner, two dogs the new landlord wouldn't allow on the property, one dog
45 was unable to rehome and doesn't get along with the roommates dog, one
46 dog the owner was arrested and was released due to age and health, one

1 dog killed the owners other dog, and one cat for erratic or aggressive
2 behavior. Reasons for being unable to field RTO was 15 no contact by
3 phone or at residence, one was a Texas address, one was an El Paso
4 address, and one was a California address. One chip wasn't updated, one
5 the owner was contacted but were out of town, one the owner lives in El
6 Paso, one was contacted and owner said they'd pick up the animal from
7 ASCMV, one chip was not registered, and one the microchip would not give
8 the owners information but would e-mail the owner to let them know.
9

10 The distribution stray chart was stopped about a year ago due to manpower
11 issues. There are currently only four Officers in the field and at the time it
12 stopped both office assistants left. The map takes up to two weeks to input
13 all the numbers. They were able to fill one of the office assistant position
14 and the other one went to a different department.
15

16 **C. Shelter Statistics/Activities:** Clint Thacker gave the presentation.
17 Currently there are 506 animals at the Center: 457 dogs and 327 cats. This
18 number continues to creep up to pre-pandemic numbers. The current
19 intake for September was 798. Returns were three dogs and no cats.
20 Diverted intakes was a total of 222; 135 dogs, 81 cats, and six others. The
21 outcomes are 19% adoptions, 14% reclaims, 15% rescues, 11.5%
22 community cats, and 30.7% euthanasia which leaves a live release rate of
23 66.3%; how many animals left alive. The goal is always 90% to qualify the
24 Center as a no kill facility.
25

26 There were significantly less rescues; they are all full. Staff is reaching out
27 to find more; animals were sent to Indiana, Kansas, and locally. Transfer
28 partners included ACTion Program for Animals who took 13 cats and one
29 dog and Front Range Freedom Rescue in Colorado who took cats because
30 the ASCMV received a grant to sterilize cats which then rescues will take
31 sterilized animals. The main euthanasia reason is failure to thrive which is
32 generally kittens as people bring them in in bad shape; kittens can't be away
33 from the mother overnight and need to be fed every three to four hours. The
34 second reason is space for medical; once at space critical which depends
35 on what animals come in then those animals that are not responding to
36 treatment, super sick, etcetera are the ones that are looked at to make
37 space.
38

39 The surgery department had a bout with Covid. However, they were still
40 able to do 404 surgeries. The other 117 surgeries are other surgeries which
41 could be fixing sterilization, complications, amputations, and etcetera. Total
42 visitors was 1,573 for September. There were 98 appointments made; four
43 were canceled or no-show. There were 56 adoptions from those
44 appointments which makes it 57% adoptions from appointments. Walk-ins
45 were 307 groups which resulted in 56 adoptions: 18%. It is better to do this
46 by appointments but the Center will continue doing walk-ins. The volunteers

1 hours were 683 for the month. The volunteers walked every available dog
2 in the Center. The webpage views are 35,656; not unique hits but pages
3 viewed. Facebook was 2,935 views and is expected to go up with the
4 specials and announcements happening. December 4th will be the drive
5 thru clinic at the Field of Dreams. The pets of the week are Leo the dog
6 and Callie the cat.
7

8 The program to help owners with food is what is donated; vaccines cost \$2
9 to \$3 per vaccine. Staff hasn't looked at the overall cost but it is less
10 expensive to do that rather than have the animal at the facility. It is not a
11 line item budget. Most of the food donated is food from people who no
12 longer have a dog or their dog didn't like it and so they donate it; sometimes
13 they receive a donation of entire bags which is satisfactory. The diverted
14 intake numbers don't count as intakes. There isn't a year to date live
15 release rate. Board Member Sanchez is curious to know where they are at.
16

17 **D. ASCMV Foster Program Update - Vanessa Chastain:** Fostering benefits
18 animals by keeping the animals happy, healthy, less stressed, provides
19 opportunities for the animals to get adopted and sent to rescue, as well as
20 utilizing the foster homes to increase the capacity of the Center and reduce
21 euthanasia. Those eligible to become a foster parent are anyone over the
22 age of 18, willing to provide a safe, loving, and stable environment, willing
23 to nurse any injury or take care of an animal that has an illness and
24 understand that not all outcomes are positive, and bring the animals back
25 and forth to the Center for appointments and adoption events. If the person
26 is unable to bring the animal to the Center for appointments, socials, and
27 exams then it's difficult to have that animal be adopted. The person also
28 needs to live in the Doña Ana County area.
29

30 To foster with the ASCMV one would need to fill out a foster care agreement
31 and application. Within 48 hours Ms. Chastain will contact the potential
32 foster and set up an appointment. Once that appointment is set up, Ms.
33 Chastain will go over the foster orientation and the foster program. If the
34 person is approved they could take a foster home that same day or
35 schedule an appointment another day to pick up a foster animal. Any
36 animal in the Center is available to be fostered; it depends on what the
37 person is able to take care of and what their house is able to handle. They
38 would walk through the Center and select the animal. During the tour of the
39 facility the foster person could decide. Animals that are waiting transitional
40 housing while waiting permanent adoption or transfer to a rescue partner,
41 those having medical concerns or conditions that are better addressed in a
42 foster home, those that have behavior concerns that could potentially be
43 rehabilitated in a foster home, animals too young to be spayed or neutered,
44 animals under eight weeks of age that need intensive care such as bottle
45 feeding, as well as nursing and bottle fed litters.
46

1 ASCMV helps foster persons to provide a positive outcome is by providing
2 supplies and food appropriate for the foster, resources to guide fosters in
3 their experience, staff and Ms. Chastain are available to answer any
4 questions or concerns by phone or e-mail, the foster animal can be brought
5 for medical exams if there are any concerns for seven days a week, provide
6 opportunities to take fosters to offsite events for adoption, and allow them
7 to go to rescues. Some changes that have happened include the full time
8 Foster Coordinator to dedicate time to the program, fosters are sent with
9 foster kits with supplies appropriate for the foster, a new foster care
10 agreement was implemented as of August 13th which has gone through the
11 veterinarian and lawyer for changes needed, and a foster handbook was
12 created.

13
14 The foster orientation happens individually with foster persons to address
15 questions and find the foster for their home. Ms. Chastain is working on
16 having a group orientation as well. There is no specific tool to help match
17 fosters with the foster persons. There are questions regarding what animals
18 they have at home, how many, if they're vaccinated, fixed, what the home
19 life is like with work and kids, and etcetera. Currently there isn't a home
20 screening but in the agreement if it is needed they are able to look at the
21 home with the foster persons approval to see what their capacity is allowed.
22 There are currently 120 animals in foster with roughly 66 active foster
23 persons. There are plenty of people who have filled out foster applications
24 but she is unable to run a report of active pending people. The list of people
25 willing to foster is long. Board Member Flores thanked her for creating the
26 foster handbook. Mr. Thacker added that the choice to be a foster is a
27 personal one and people will go online to see an animal to foster or the
28 Center will put a plea on Facebook and someone will reach out. This is why
29 it is more individualized rather than group setting. There are also other
30 means for medical treatment with on call vet techs.

31
32 **E. ASCMV Volunteer Program Update - Yolanda Jurado:** For the month of
33 September they have 137 active volunteers; have volunteered within the
34 last three months. There are also two NMSU interns that help the medical
35 staff, two A student interns who are career exploring, and 367 volunteers in
36 the program. There are 84 volunteers specific to the dog walking team;
37 successfully completed the dog walking course by the licensed dog trainer.
38 There are 25 volunteers in the cat care team who help with the stray and
39 adoptable cat rooms. There were 683 hours of volunteer time in
40 September.

41
42 Changes to the volunteer application includes adding programs they can
43 help with; TNR community outreach, offsite cat care at Petco, photography
44 team, community outreach such as the fair and other places hand out
45 brochures, and etcetera. They've also added that ASCMV is looking for
46 volunteers that can commit to at least six months for at least four hours a

1 month; no one is discouraged either way. The liability waiver added that
2 ASCMV can deny an application without a reason or explanation. The
3 social media outline was added to the handbook; be aware of what is put
4 online as they are a volunteer at the Center, try to not make the Center look
5 bad when they are trying their best. The conflict resolution procedures were
6 added to the handbook as well; procedures to help the volunteer make
7 changes to continue helping or dismissal.

8
9 The application to become an ASCMV volunteer is typically processed
10 within a week. The volunteer would receive an e-mail from Ms. Jurado
11 welcoming them with the handbook and online orientation. From there the
12 volunteer chooses a tour date of the facility prior to the next training course
13 they wish to take. Once the volunteer responds they are added to a regular
14 e-mail list which will send information on upcoming training and events. The
15 online orientation was shown. The foster and volunteer Facebook pages
16 were recently separated. This makes it easier of which events the
17 volunteers can go to. They currently hold a monthly group walk with all the
18 dog walking volunteers; new members are asked to join to see what to
19 expect. There are volunteers that do PAWS therapy, focus on timid and
20 fearful dogs to make them more adoptable, and enrichment with long term
21 and big dogs.

22
23 A volunteer camp was hosted and another one will be done before the end
24 of the year. There is also the barn cat program to send feral cats into a
25 community they can thrive in when they're not allowed back where they
26 were. Currently they are working for play groups for the new Center, cat
27 photography and enrichment, and the outreach program. Adoption event
28 venues were shown as well as the volunteer groups that have helped
29 throughout the year. Board Member Gandara thanked them for
30 presentations and stated she loves hearing more about the programs.

31
32 **F. Committee Reports**

- 33
34 **1. Finance - Eric Enriquez, Committee Chair:** There was a Finance
35 Committee meeting this past Thursday; no issues on reporting. They
36 continued the discussion on the reserve of fund balance and will
37 continue to do so until a solution is found to present to the Board.
38 Liam Beasley gave the unaudited financial report for September.
39 Total cash in the General Fund was \$1,067,281 and receivables were
40 \$2,900; total assets were \$1,070,181. Liabilities were \$114,804 and
41 revenue collected in advance was \$272,046; Unassigned Fund
42 balance was \$683,331.

43
44 The change in net position total revenues through September were
45 \$1,268,950; total expenditures were \$887,293; resulted in a net
46 change increase of \$381,657. Budget to actual comparison total

1 budgeted revenues were \$4,151,375; actual revenues through
2 September made up 30.6% of the annual budget. Expenditures total
3 budget is \$4,287,850; actuals through September made up 20.7% of
4 the annual budget. In the month to month budget the reason the
5 revenues drop drastically in August is due to the City and county both
6 contribute 22% of the contribute in the first month with the rest spread
7 out over the remaining 11 months. Month to month expenses had a
8 \$100,000 increase between August and September due to salary and
9 benefits: three pay periods.

10
11 Out of the \$880,000 in expenditures it's broken down by salary 55%,
12 benefits 19%, temp services 2%, repairs and maintenance 0.5%,
13 services 14%, supplies 4%, insurance 5%, and other 1%. In regards
14 to the reserve numbers in previous years back to fiscal year 2015
15 were shown; budgeted expenditures and ending fund balance for
16 those years were also shown. The fund balance minus the reserve
17 was shown. Mr. Beasley will look into previous years to see why
18 salary is less than previous fiscal years; could be due to the benefits
19 being a separate part.

20
21 **2. Executive – Becky Corran, Committee Chair:** The Executive
22 Committee met on October 4th. They discussed what to go over at
23 this meeting and some of the outstanding questions regarding
24 upcoming meeting dates as well as key issues.

25
26 **3. Facilities - Kasandra Gandara, Committee Chair:** The Facilities
27 Committee did not meet; Mr. Thacker was doing a transport that day.
28 The new Center is coming along well but there has been a snag, the
29 manufacturing of the dog and cat kennels. Last Tuesday there was a
30 meeting with the contractor who said the inside of the building is pretty
31 much done; the last phase is landscaping. After that they will lock up
32 the property as they can't pay someone to sit there; the property is
33 theirs until substantial completion which won't be done until the cages
34 are done. Mr. Thacker will talk with the contractor and City to see if
35 they can move into the cat rooms, furniture will be in, and computers
36 will be in.

37
38 There were some issues in the current Center with clogged drains in
39 one of the kennels. Roto Rooter got them unclogged. There may be
40 a broken pipe in a kennel which will cause issues; a camera will be
41 sent in to see for sure. There is a lot of equipment that need to be
42 replaced; specifically scale which are very important as medicine is
43 dosed out according to weight. The scales are roughly \$300 to \$400
44 each. Mr. Thacker contacted the City on moving the retention pond.
45 The cages are expected to come in by March. The issue is there are
46 roughly four or five manufacturers who make the cages. Steel is very

1 hard to find right now and the cages are stainless steel. The price is
2 locked in and a portion has been paid for it; the contractor is paying
3 for it. The contractor is pushing for these cages and are contacting
4 the manufacturer every day. They say it's a December completion
5 date due to the contract.
6

7 **VII. DISCUSSION ITEM**
8

9 **A. November and December 2022 ASCMV Board Meetings:** The JPA
10 states they meet monthly. Currently the next Board Meeting is on
11 Thanksgiving and then December 22nd. In years past they typically change
12 both. There is also a strategic planning meeting on November 30th. It was
13 recommended to have the November meeting rather than the strategic
14 planning meeting. Chair Corran suggested changing the new JPA to give
15 flexibility around this issue for future. The doesn't need to be a quorum to
16 have a meeting so long as there's no action items; they could meet with
17 presentations but no action items. Chair Corran suggested keeping the
18 December 22nd date but change the November meeting to the 17th.
19 Pending availability of the room they can change the date; they may be able
20 to use the County Commission Chambers. This chamber is available on
21 the 17th for the normal meeting time. They will change the meeting to that
22 date and keep December 22nd.
23

24 **VIII. PUBLIC INPUT:** Jean Gilbert apologized for presenting any inaccurate
25 information. The number of veterinarians that they are short is 7,000 nationwide.
26 The reason is lack of vet schools along with the high cost of becoming a vet,
27 maintaining a practice, and many who don't wish to incur that debt. She asked
28 what happened to the 334 cats that weren't released from the City ACO; it was the
29 total number of cats impounded for the year which was 414 with 81 released. The
30 other cats that weren't released were taken to the ASCMV. Jean Gilbert was
31 happy with the number of surgeries. It's both heartening and disheartening to hear
32 that everyone is struggling the same with higher intakes and fewer resources
33 available for surgeries. ASCMV is doing everything they can to remediate that in
34 this local jurisdiction.
35

36 **IX. CHAIR AND BOARD COMMENTS:** Chair Corran thanked everyone who
37 presented; it's great to hear what is going on with the animals. She added that the
38 firefighters union created a calendar that they're selling to raise money for the
39 ASCMV. They are available for preorder online and next Wednesday November
40 2nd at Andele's Dog House there will be a launch event where firefighters will be
41 the servers and selling the calendars; it begins at 5:00 pm. Board Member
42 Gandara stated that the stats this month are staggering with the population
43 creeping up. She would like the Board to think of strategies to reduce that; educate
44 the community and continue with programs like microchip and spay/neuter. The
45 ACOs are short staff and a lot of them are expected to do the community education.

1 More should be done by the Center; perhaps having the ad agency do something.
2 She wished Vice-Chair Sanchez a happy birthday.

3
4 Board Member Flores stated that she believes animals humanize us and bring out
5 the tender feelings in us. She thanked everyone at the ASCMV and the community
6 for caring about the animals. Board Member Enriquez stated that the
7 subcommittee provided a lot of input for the TNR handbook and he will meet with
8 them on Tuesday. Mr. Thacker did research on current and best practices which
9 they can combine with those to finalize a handbook. Board Member Ward
10 commented that the county has done more community education outreach events
11 including picking up the community sweeps again; partner with codes to educate
12 the community with resources. The new ordinance will be highlighted and targeted
13 as outreach will be very important in regards to that. Mr. Thacker commented that
14 the Andele's Dog House event is a private party which you need to buy tickets in
15 order to get in. Most of them are sold out.

16
17 **X. Adjournment (10:51 p.m.)**

18
19 **BOARD OF DIRECTORS**

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22 _____
23 Becky Corran, Chairperson

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25 _____
26 Lynn Ellins, Vice-Chair

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30 Yvonne Flores, Board Member

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33 _____
34 Kasandra Gandara, Board Member

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37 _____
38 Fernando Macias, Board Member

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41 _____
42 Manuel Sanchez, Board Member

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45 _____
46 Eric Enriquez, Ex Officio Member

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Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Josie Trevino, Comptroller **Initials:** JT
Date: November 14, 2022

Subject: Animal Service Center of the Mesilla Valley Unaudited Financial Report for October 31, 2022.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended October 31, 2022. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$1,059,625 in the General Fund. Total assets were \$1,059,625. Accrued payroll liabilities ended at \$114,563. Total liabilities were \$375,960. The unassigned fund balance was \$683,665.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$1,558,666 which is 37.5% of budget. YTD operating expenditures were \$1,176,675 which is 27.4% of budget. The operating income for the period was \$381,991.
- Operating revenues were at 37.5% due to the initial contributions from the City of Las Cruces and Dona Ana County of 22% of budgeted financial contributions. Dona Ana County Return to owner revenues were at 41.2%, Donations at 65.1%, and City of Anthony revenue was at 48.3%, all of which contributed to the 37.5% of total revenues. Insurance expenditures were at 78.1% of budget due to pre-payment of premiums and benefits were at 34.6% of budget. All other expenditures were below the budget parameter of 33.3%.
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

CC: Josh Saffell, Accounting Supervisor
CC: Liam Beasley, Accountant Senior

Initials: JS
Initials: LB

**Animal Service Center of the Mesilla Valley
Statement of Net Position
October 31, 2022 (Unaudited)**

	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets				
Current Assets				
Cash & investments	\$ 1,059,625	\$ 733,000	\$ -	\$ 1,792,625
Accounts receivable	-	-	-	-
Total Current Assets	<u>1,059,625</u>	<u>733,000</u>	<u>-</u>	<u>1,792,625</u>
Capital Assets				
Equipment, net of accum depr	-	-	240,084	240,084
Total Capital Assets	<u>-</u>	<u>-</u>	<u>240,084</u>	<u>240,084</u>
Total Assets	<u><u>1,059,625</u></u>	<u><u>733,000</u></u>	<u><u>240,084</u></u>	<u><u>2,032,709</u></u>
Liabilities				
Current Liabilities				
Accounts payable	-	-	-	-
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	114,563	-	-	114,563
Revenue collected in advance	261,397	-	-	261,397
Total Current Liabilities	<u>375,960</u>	<u>-</u>	<u>-</u>	<u>375,960</u>
Fund Balance				
Restricted	-	733,000	-	733,000
Unassigned	683,665	-	240,084	923,749
Total Fund Balance	<u>683,665</u>	<u>733,000</u>	<u>240,084</u>	<u>1,656,749</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,059,625</u></u>	<u><u>\$ 733,000</u></u>	<u><u>\$ 240,084</u></u>	<u><u>\$ 2,032,709</u></u>

**Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended October 31, 2022 (Unaudited)**

	Budget	Actual	Actual/Bgt %
Revenues			
Pet licenses-DAC	14,389	3,497	24.3%
Vaccinations	53,010	11,368	21.4%
Pet micro-chip	30,292	5,797	19.1%
Onsite adoptions	90,000	32,974	36.6%
Return to owner-DAC	15,806	6,518	41.2%
Return to owner-CLC	25,792	8,200	31.8%
Spay/neuter	79,349	10,955	13.8%
Dona Ana County	1,750,000	687,455	39.3%
City of Las Cruces	1,750,000	757,273	43.3%
City of Anthony	6,000	2,900	48.3%
Donations & memorials	25,052	16,302	65.1%
Grant Revenue	287,519	19,376	6.7%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	-	0.0%
Other revenue	20,973	5,839	27.8%
Investment income	-	(9,788)	-100.0%
Total revenues	4,151,375	1,558,666	37.5%
Expenditures			
Salary	1,957,968	646,591	33.0%
Benefits	646,022	223,429	34.6%
Temp agency services	89,331	17,860	20.0%
Repairs and maintenance	48,488	5,605	11.6%
Services	902,762	167,669	18.6%
Supplies	312,539	48,945	15.7%
Insurance	58,708	45,861	78.1%
Other	44,326	13,620	30.7%
Capital outlay	227,706	7,095	3.1%
Total expenditures	4,287,850	1,176,675	27.4%
Net income (loss)	(136,475)	381,991	
Net change in Fund Balance	\$ (136,475)	381,991	
Beginning Fund Balance		301,674	
Ending Fund Balance		\$ 683,665	

BUDGET PARAMETER	33.3%
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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 October 31, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	123,593	37,803	30.6%
Benefits	53,612	17,210	32.1%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	40,500	12,261	30.3%
Supplies	3,125	341	10.9%
Insurance	-	-	0.0%
Other	3,938	1,234	31.3%
Capital outlay	<u>136,475</u>	<u>-</u>	0.0%
Total expenditures	<u>361,243</u>	<u>68,849</u>	19.1%

**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 October 31, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	570,262	147,400	25.8%
Benefits	153,663	47,032	30.6%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	397,928	45,331	11.4%
Supplies	66,846	1,599	2.4%
Insurance	-	-	0.0%
Other	16,500	4,027	24.4%
Capital outlay	<u>83,731</u>	<u>7,095</u>	8.5%
Total expenditures	<u>1,288,930</u>	<u>252,484</u>	19.6%

**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 October 31, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	722,085	295,708	41.0%
Benefits	252,139	90,525	35.9%
Temp agency services	89,331	17,860	20.0%
Repairs and maintenance	48,488	5,605	11.6%
Services	36,345	84	0.2%
Supplies	197,256	43,584	22.1%
Insurance	-	-	0.0%
Other	22,888	8,113	35.4%
Capital outlay	7,500	-	0.0%
Total expenditures	<u>1,376,032</u>	<u>461,479</u>	33.5%

**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 October 31, 2022 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	542,028	165,683	30.6%
Benefitis	186,608	68,662	36.8%
Repairs and maintenance	-	-	0.0%
Services	427,989	109,992	25.7%
Supplies	45,313	3,420	7.5%
Insurance	58,708	45,861	78.1%
Other	1,000	245	24.5%
Total expenditures	<u>1,261,646</u>	<u>393,863</u>	31.2%

Animal Service Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance as of October 31, 2022 (Unaudited)

General Fund	Revised Budget	July 2022	August 2022	September 2022	October 2022	Total	Actual/Bgt %
7440							
Revenues							
Pet licenses-DAC	\$ 14,389	\$ 1,151	\$ 1,028	\$ 749	\$ 569	3,497	24.3%
Vaccinations	53,010	1,057	8,424	904	983	11,368	21.4%
Pet micro-chip	30,292	770	3,242	1,060	725	5,797	19.1%
Onsite adoptions	90,000	2,205	2,725	18,745	9,299	32,974	36.6%
Return to owner-DAC	15,806	2,440	1,950	1,135	993	6,518	41.2%
Return to owner-CLC	25,792	1,545	2,075	2,360	2,220	8,200	31.8%
Spay/neuter	79,349	2,385	3,000	2,915	2,655	10,955	13.8%
Dona Ana County	1,750,000	319,000	102,818	132,818	132,819	687,455	39.3%
City of Las Cruces	1,750,000	385,000	124,091	124,091	124,091	757,273	43.3%
City of Anthony	6,000	-	-	2,900	-	2,900	48.3%
Donations & memorials	25,052	2,885	3,394	7,215	2,808	16,302	65.1%
Grant revenue	287,519	-	5,233	3,494	10,649	19,376	6.7%
City of Sunland Park	2,858	-	-	-	-	-	0.0%
Village of Hatch	335	-	-	-	-	-	0.0%
Other revenue	20,973	1,375	1,382	1,177	1,905	5,839	27.8%
Investment income	-	-	-	(9,788)	-	(9,788)	-100.0%
Total revenues	4,151,375	719,813	259,362	289,775	289,716	1,558,666	37.5%
Expenditures							
Salary	1,957,968	83,319	155,741	245,137	162,394	646,591	33.0%
Benefits	646,022	29,352	53,784	84,115	56,178	223,429	34.6%
Temp agency services	89,331	-	15,125	-	2,735	17,860	20.0%
Repairs and maintenance	48,488	1,300	87	2,385	1,833	5,605	11.6%
Services	902,762	19,176	49,697	60,292	38,504	167,669	18.6%
Supplies	312,539	2,115	13,497	17,954	15,379	48,945	15.7%
Insurance	58,708	1,305	33,061	8,327	3,168	45,861	78.1%
Other	44,326	1,349	3,393	6,784	2,094	13,620	30.7%
Depreciation	-	-	-	-	-	-	0.0%
Capital outlay	227,706	-	-	-	7,095	7,095	3.1%
Total expenditures	4,287,850	137,916	324,385	424,994	289,380	1,176,675	27.4%
Net Operating Income (Loss)	(136,475)	581,897	(65,023)	(135,219)	336	381,991	
Net Change in Fund Balance	\$ (136,475)	\$ 581,897	\$ (65,023)	\$ (135,219)	\$ 336	\$ 381,991	

**Animal Service Center of the Mesilla Valley
Grants and Donations Schedule
as of October 31, 2022**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose	
7440	11924	Best Friends Executive Leadership	\$ 5,000	1,249	\$ 3,751	Local Grant	Until Spent	Lifesaving purposes	
7440	11943	Carroll Petrie Foundation	\$ 25,000	24,927	\$ 73	Local Grant	Until Spent	No stipulations	
7440	11944	Maddie's Pet Foster Care COVID Stimulus	\$ 10,000	3,888	\$ 6,112	Local Grant	Until Spent	Supports ASCMV Foster Care Efforts	
7440	12049	Carroll Petrie Foundation	\$ 150,000	136,324	\$ 13,676	Local Grant	Until Spent	For general operating Support	
7440	12097	Best Friends Animal Society	\$ 40,000	33,150	\$ 6,850	Local Grant	Until Spent		
7440	Unassigned	Pet Smart Charities	\$ 1,000	-	\$ 1,000	Local Grant	Until Spent		
7440	74220	Petco Love Grant	\$ 50,000	65	\$ 49,935	Local Grant	02/15/2023	Lifesaving purposes	
7440	74221	TNR Mobile Unit	\$ 150,000	-	\$ 150,000	Local Grant	04/30/2023	Exclusively for the purchase of a new TNR mobile unit	
7440	74222	Pet Smart Shelter Impact Relief Grant	\$ 30,000	-	\$ 30,000	Local Grant	11/30/2022	Support movement of adoptable animals for adoption, transport and/or other positive outcomes	
					\$ 261,397				










ASCMV FS 10312022

Final Audit Report

2022-11-14

Created:	2022-11-14
By:	Liam Beasley (lbeasley@las-cruces.org)
Status:	Approved
Transaction ID:	CBJCHBCAABAAzUAsmBKptvIrNW82oeLMvUXWpsGrA2X

"ASCMV FS 10312022" History

-  Document created by Liam Beasley (lbeasley@las-cruces.org)
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Approval Date: 2022-11-14 - 8:04:03 PM GMT - Time Source: server
-  Agreement completed.
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Animal Services Center of the Mesilla Valley
 Monthly Statistics Report-October 2022

INTAKE	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	34	23			3					60
Returned Adoptions	3	2								5
Seized/Welfare Hold	20	2								22
Strays (brought in by the public)	49	57								106
Strays (brought in by Animal Control)	103	86								189
Wildlife										0
Subtotal City of Las Cruces	209	170	0	0	3	0	0	0	0	382
Doña Ana County										
Owner Surrender	20	7								27
Returned Adoptions	3	0								3
Seized/Welfare Hold	9	4								13
Strays (brought in by the public)	33	78								111
Strays (brought in by Animal Control)	142	118							1	261
Wildlife										0
Subtotal Doña Ana County	207	207	0	0	0	0	0	0	1	415
Anthony, NM	22	13								35
Hatch	0	1								1
Mesilla	1	1								2
Sunland Park	1	2								3
WSMR										0
Born In Care	7	0								7
Community Cats										0
Jurisdiction Unknown/Other										0
Transfers In										0
Total Intake	447	394	0	0	3	0	0	0	1	845

	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	4	0								4
Medical - Parvo - TX										0
Medical - Parvo - Non TX	26	0								26
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX	11	35								46
Medical - Respiratory Signs - Non TX	3	34								37
Medical - Ringworm										0
Offsite Euthanasia										0
Rabies Suspect - General										0
Rabies Suspect - Injured										0
Rabies Suspect - Sick/Symptomatic										0
Rabies Suspect - Wildlife									1	1
Severe Injuries - Animal Attack	0	2								2
Severe Injuries - General	3	4								7
Severe Injuries - Hit By Car	2	4								6
Space - Behavior	8	0								8
Space - General	1	0								1
Space - Medical	53	6								59
Wildlife - Nuisance										0
Subtotal Euthanized	168	142	0	0	0	0	0	0	1	311
Euthanasia Rate	37.6%	36.0%	na	na	na	na	na	na	100.0%	36.8%
Total Outcome	508	396	3	0	6	0	0	0	1	915
Grand Total	447	394	0	0	3	0	0	0	1	845
Outcome*	508	396	3	0	6	0	0	0	1	915
Statistics	Live Release Rate	61.3%	61.8%	100.0%	na	100.0%	na	na	0.0%	61.9%
	Euthanized, Expired in Care, DOA	169	154	0	0	0	0	0	1	324
	Average Intake/day	14.4	12.7	0.0	0.0	0.1	0.0	0.0	0.0	27.3
	Average Outcome/day	16.4	12.8	0.1	0.0	0.2	0.0	0.0	0.0	29.5
	Average Euthanizations/day	5.4	4.6	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Average RTO/day	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0
	Average Adoptions/day	3.7	1.7	0.1	0.0	0.2	0.0	0.0	0.0	5.7

Grand Total	447	394	0	0	3	0	0	0	1	845
Outcome*	508	396	3	0	6	0	0	0	1	915
Statistics	Live Release Rate	61.3%	61.8%	100.0%	na	100.0%	na	na	0.0%	61.9%
	Euthanized, Expired in Care, DOA	169	154	0	0	0	0	0	1	324
	Average Intake/day	14.4	12.7	0.0	0.0	0.1	0.0	0.0	0.0	27.3
	Average Outcome/day	16.4	12.8	0.1	0.0	0.2	0.0	0.0	0.0	29.5
	Average Euthanizations/day	5.4	4.6	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Average RTO/day	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0
	Average Adoptions/day	3.7	1.7	0.1	0.0	0.2	0.0	0.0	0.0	5.7

**ASCMV Website Page Views -- 37,252

**ASCMV Instagram -- 26,536 people reached; 337,777 impressions; 195 ad clicks

**ASCMV Facebook Page Views -- 6,282

**ASCMV Snapchat -- 106,457 impressions; 367 ad clicks