



ANIMAL SERVICES CENTER OF THE MESILLA VALLEY

3551 Bataan Memorial West
Las Cruces, NM 88012

Tele: 575-382-0018
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ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

*AMENDED AGENDA

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Thursday, April 2, 2009, at 9:00 a.m.** at the Doña Ana Commission Chambers, 1st Floor, Doña Ana County Government Center, 845 N. Motel Blvd., Las Cruces, New Mexico.

- I. Call to Order
- II. Pledge of Allegiance
- III. Minutes
 1. Approval of the Minutes from the regular ASCMV Board Meeting held March 5, 2009
- IV. Chair Comments
- V. Public Input
- VI. *(A motion to close and a vote of each individual member is required prior to going into a closed meeting.) THE BOARD OF DIRECTORS OF THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY WILL CONVENE IN CLOSED SESSION to discuss a performance evaluation of the Director of the Animal Services Center of the Mesilla Valley Which is Closed Pursuant to Section 10-15-1-H(2), NMSA 1978.
- VII. *(Closed meeting statement shall be read at this time.) THE BOARD OF DIRECTORS OF THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY MAY CONVENE IN OPEN SESSION to take action, if any, on the closed session items.
- VIII. Presentation – Marcel Nicolitz, After School Program
- IX. Reports
 1. **Financial Report –**
 - a. February 2009 Financial Report – Dr. Mark Sutter, CLC Fiscal
 - b. Discussion - Budget Feb-June 09 – Dr. Beth Vesco-Mock, Director
 - c. Proposed Budget 2009/10 – Dr. Beth Vesco-Mock, Director

If You Need an Accommodation for a Disability to Enable You to Fully Participate in this Event Please Contact Us 48 Hours Before the Event at [541-2115/v](tel:541-2115) or [541-2128/tty](tel:541-2128).
Posted Dated: March 26, 2009



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2. **ASCMV Director** – Dr. Beth Vesco-Mock will discuss:

- a. Animal statistics report – February 2009
- b. Activities at Shelter
- c. Policy recommendations for City/County Licensing

X. Board Input

XI. Adjournment

If You Need an Accommodation for a Disability to Enable You to Fully Participate in this Event Please Contact Us 48 Hours Before the Event at [541-2115/v](tel:541-2115) or [541-2128/tty](tel:541-2128).
Posted Dated: March 26, 2009

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY
BOARD OF DIRECTORS**

MINUTES

The following was considered at the Regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors held on Thursday, March 5, 2009, at 9:00 a.m., at the Doña Ana Commission Chambers, 1st Floor, Doña Ana County Government Center, 845 N. Motel Blvd., Las Cruces, New Mexico.

Scott Krahling, Chair - Present
Nathan Small, Vice-Chair - Present
Miguel G. Silva, Member - Present
Oscar Vasquez Butler, Member - Present
Dolores Connor, Member - Present
Todd Garrison, Member – Not Present

I. Call to Order.

Chair Scott Krahling called the meeting to order.

II. Pledge of Allegiance

Led by: Bob Hern.

III. Minutes.

1. Approval of the Minutes from the special ASCMV Board Meeting held February 5, 2009.

Motion: Dolores Connor

Second: Nathan Small

Scott Krahling, Chair - Yes
Nathan Small, Vice-Chair - Yes
Miguel G. Silva, Member - Yes
Oscar Vasquez Butler, Member – Yes
Dolores Connor, Member - Yes
Todd Garrison, Member – Not present

Motion passed

IV. Chair Comments

Chair Scott Krahling made comment.

V. Public Input

Public input was given.

- a. January 2009 Financial Report (report will be distributed to JPA Board members at meeting).

A report was made by Mark Sutter.

2. **ASCMV Director** – Dr. Beth Vesco-Mock will discuss:

- a. Animal statistics report – 2008 (report will be distributed to JPA Board members at meeting).
- b. Animal statistics report – January 2009 (report will be distributed to JPA Board members at meeting).
- c. Activities at Shelter

These items were discussed by Dr. Beth Vesco-Mock.

VIII. Action Item(s)

1. **Resolution 2009-02** to adopt the City Personnel manual with the ability to make amendments to make it applicable to a 7-day/24 hour animal center.

Motion to approve Amendment, Further, therefore, the amendments to the Personnel Manual will be presented to the Animal Shelter Board for approval:

Motion: Dolores Connor

Second: Oscar Vasquez Butler

Scott Krahling, Chair - Yes
Nathan Small, Vice-Chair - Yes
Miguel G. Silva, Member - Yes
Oscar Vasquez Butler, Member – Yes
Dolores Connor, Member - Yes
Todd Garrison, Member – Not present

Motion passed

Motion to Approve Resolution:

Motion: Nathan Small

Second: Oscar Vasquez Butler

Scott Krahling, Chair - Yes
Nathan Small, Vice-Chair - Yes
Miguel G. Silva, Member – Yes
Oscar Vasquez Butler, Member – Yes
Dolores Connor, Member - Yes
Todd Garrison, Member – Not Present

Motion passed

Scott Krahling, Chair - Yes
Nathan Small, Vice-Chair - Yes
Miguel G. Silva, Member - Yes
Oscar Vasquez Butler, Member – Yes
Dolores Connor, Member - Yes
Todd Garrison, Member – Not present

Motion passed

3. **Resolution 2009-04** to establish a strategic planning committee.

Motion to Table this item until Regular Meeting in June 2009 and consensus to hold a Work Session on Wednesday, April 8, 2009

Motion: Dolores Connor

Second: Miguel G. Silva

Scott Krahling, Chair - Yes
Nathan Small, Vice-Chair - Yes
Miguel G. Silva, Member - Yes
Oscar Vasquez Butler, Member – Yes
Dolores Connor, Member - Yes
Todd Garrison, Member – Not present

Motion passed

IX. Board Input.

Input was given.

X. Adjournment.

Motion: Dolores Connor

Second: Nathan Small

Scott Krahling, Chair - Yes
Nathan Small, Vice-Chair - Yes
Miguel G. Silva, Member - Yes
Oscar Vasquez Butler, Member – Yes
Dolores Connor, Member - Yes
Todd Garrison, Member – Not present

Motion passed

MESILLA VALLEY ANIMAL SERVICE CENTER
OF THE MESILLA VALLEY

Scott Krahling, Chair

Dolores Connor, Member

Todd Garrison, Member

ATTEST:

Lynn J. Ellins, County Clerk



City of Las Cruces

ACCOUNTING DEPARTMENT
P O BOX 20000
LAS CRUCES, NM 88004
TELEPHONE 575-541-2080
FAX 575-541-2127

Date: 3/27/09
To: Animal Services Center of Mesilla Valley Board of Supervisors
From: Pat Degman, CGFM, Comptroller
Pat Degman
Through: Mark Sutter, CPA, Ph.D., Finance Director *MS*
Subject: Animal Services Center of Mesilla Valley Variance Report – Unaudited
February 28, 2009

Attached are the unaudited financial results of Animal Services Center operations for the period ending February 28, 2009. Some observations for your consideration:

- The Balance Sheet (page 1) shows an overdraft of cash of approximately \$149 thousand with approximately \$16 thousand in outstanding bills.
- The Statement of Revenues, Expenditures and Changes in Fund Balance (page 2) shows year-to-date expenditures exceeded revenues by approximately \$31 thousand.
- The Schedule of Revenues and Expenditures – Budget and Actual indicates 8.4% of budgeted revenues and approximately 15.5% of budgeted expenses have been recognized.
- Personnel expenditures are at 12.9% of the budget. Repairs and maintenance expenditures are at 29.3% of the budget. Services, Supplies and Other expenditures are at 30.3%, 21.3% and 6.7%, respectively.
- Personnel expenditures will continue to be charged to fund 2495 until the PERA plan is established for the Authority, and personnel are transferred to fund 7440.
- Fund 2495 has outstanding encumbrances for contract employees, postage, veterinary services, equipment rental, and utilities, totaling approximately \$16 thousand.

**Animal Services Center of Mesilla Valley
Balance Sheet
February 28, 2009 (Unaudited)**

Assets

Current assets

Cash & Investments	\$ -
Accounts Receivable	-
Total assets	<u>\$ -</u>

Liabilities

Current liabilities

Overdraft of cash	149,047
Accounts payable	-
Accrued liabilities	16,130
Total current liabilities	<u>165,177</u>

Fund Balance

Unreserved Fund Balance	<u>(165,177)</u>
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Total liabilities and fund balance	<u>\$ -</u>
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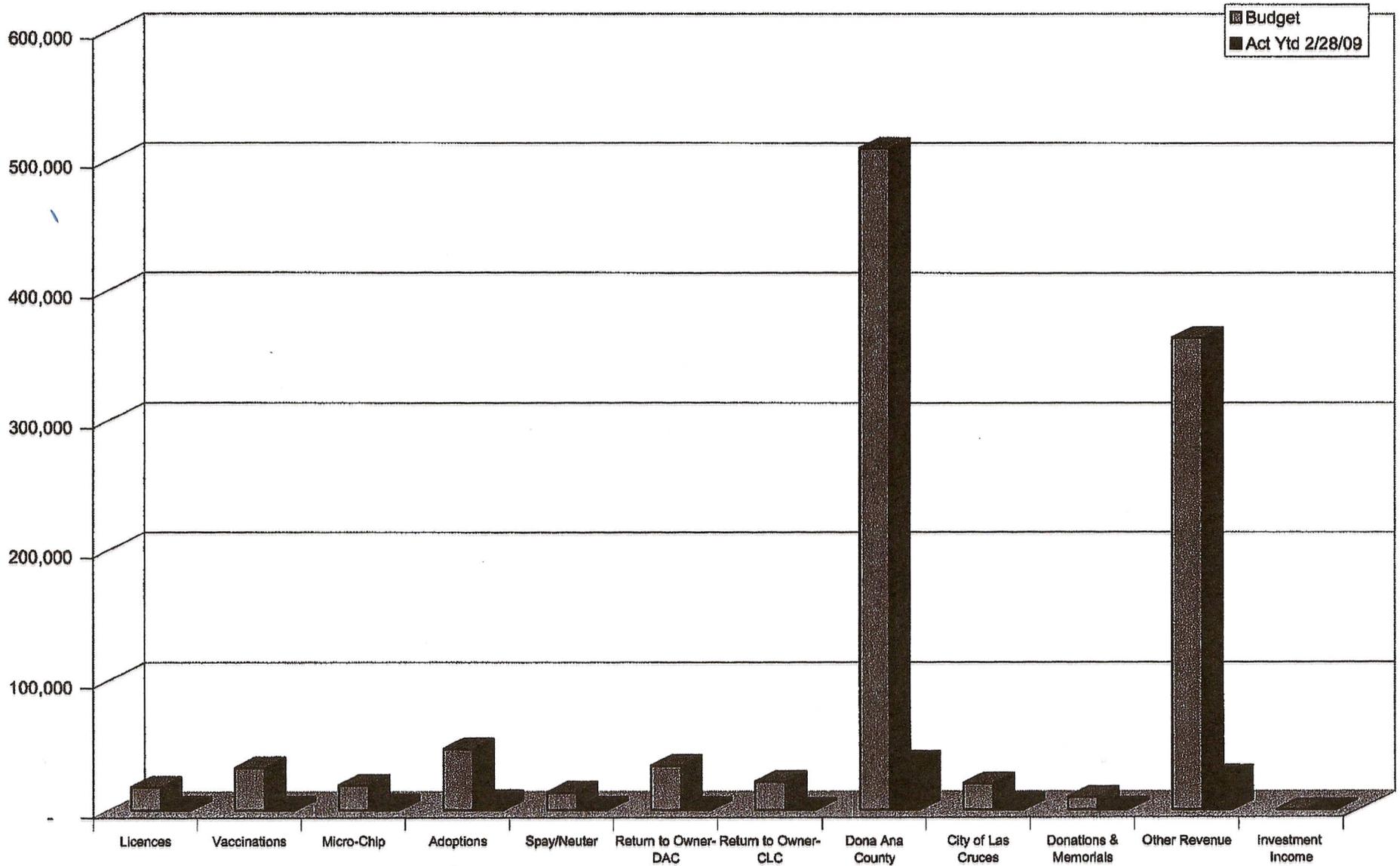
**Animal Services Center of Mesilla Valley
Statement of Revenues, Expenditures,
And Changes in Fund Balance
For the 1 Month Ended February 28, 2009 (Unaudited)**

Revenues	
Pet Licences	\$ 2,771
Vaccinations	2,270
Pet Micro-Chip	4,250
Onsite Adoptions	7,283
Return to Owner-Dona Ana County	2,180
Return to Owner-City of Las Cruces	1,735
Spay/Neuter	1,175
Dona Ana County Support	37,129
City of Las Cruces Support	25,864
Donations & Memorials	5,507
Other Revenues	1,233
Investment Income	<u>0</u>
Total revenues	<u>91,396</u>
 Expenditures	
Personnel	81,885
Repair and maintenance	1,952
Services	27,037
Supplies	10,880
Other	<u>415</u>
Total expenditures	<u>122,169</u>
Net change in fund balances	(30,772)
Fund balance, beginning	<u>(134,405)</u>
Fund balance, ending	<u>\$ (165,177)</u>

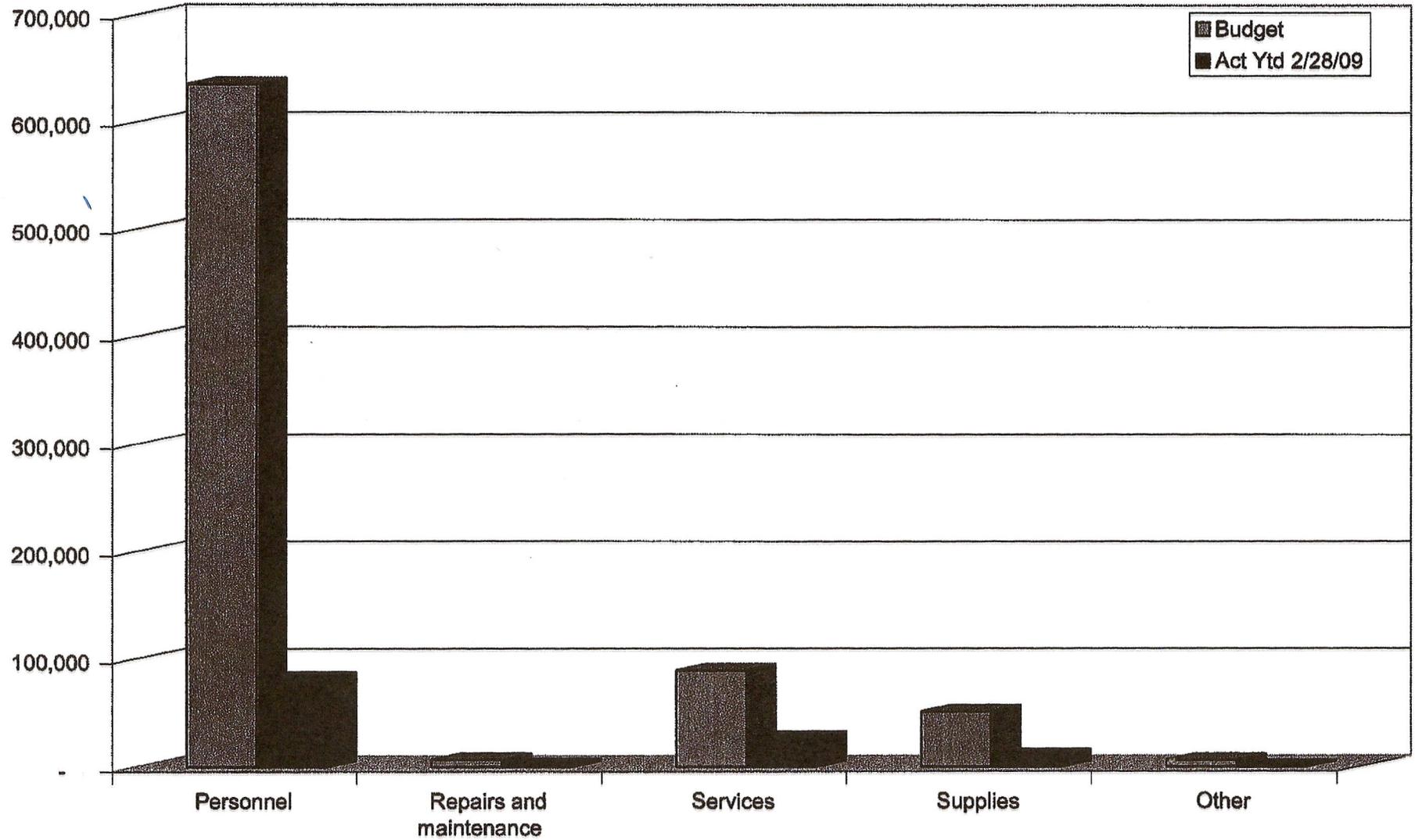
**Animal Services Center of Mesilla Valley
Schedule of Revenues and Expenditures
And Changes in Fund Balance - Budget and Actual
For the 7 Months Ended January 31, 2009 - Fund 2495
For the 1 Month Ended February 28, 2009 - Fund 7440 (Unaudited)**

	1/31/2009 Fund 2495			Fund 7440		
	Budget	Actual	Percentage Budget/Actual	Budget	Actual	Percentage Budget/Actual
Revenues						
Pet Licences	36,152	19,002	52.6%	17,753	2,771	15.6%
Vaccinations	46,346	14,044	30.3%	32,862	2,270	6.9%
Pet Micro-Chip	47,786	29,715	62.2%	19,091	4,250	22.3%
Onsite Adoptions	83,011	37,606	45.3%	47,115	7,283	15.5%
Return to Owner-Dona Ana County	23,599	10,508	44.5%	13,351	2,180	16.3%
Return to Owner-City of Las Cruces	50,587	16,808	33.2%	34,079	1,735	5.1%
Spay/Neuter	27,084	5,699	21.0%	21,635	1,175	5.4%
Dona Ana County	505,355	347,653	68.8%	509,577	37,129	7.3%
Donations & Memorials	28,164	8,073	28.7%	20,201	5,507	27.3%
Other Revenue	4,651	14,741	316.9%	9,617	1,233	12.8%
City of Las Cruces	310,365	181,046	58.3%	363,903	25,864	7.1%
Investment Income	-	(2,647)	N/A	(1,075)	0	0.0%
Total revenues	<u>1,163,100</u>	<u>682,248</u>	58.7%	<u>1,088,109</u>	<u>91,396</u>	8.4%
Expenditures						
Personnel	708,000	506,815	71.6%	636,000	81,885	12.9%
Repairs and maintenance	11,630	10,891	93.6%	6,652	1,952	29.3%
Services	295,905	185,155	62.6%	89,206	27,037	30.3%
Supplies	101,600	71,303	70.2%	51,083	10,880	21.3%
Other	12,470	8,992	72.1%	6,165	415	6.7%
Total expenditures	<u>1,129,604</u>	<u>783,156</u>	69.3%	<u>789,106</u>	<u>122,169</u>	15.5%
Net change in fund balance	<u>\$ 33,496</u>	<u>\$ (100,909)</u>		<u>\$ 299,003</u>	<u>\$ (30,772)</u>	

Animal Services Center of Mesilla Valley Revenues Budget vs. Actual



Animal Services Center of Mesilla Valley Expenditures Budget vs. Actual



ANIMAL SERVICES CENTER OF THE MESILLA VALLEY
FY 2009-2010 PROPOSED BUDGET
April 2, 2009

EXHIBIT A

	FY 2009-2010
RESOURCES	
Beginning Balance	0
SHELTER GENERATED REVENUE	
Pet Licenses	32,575
Euthanasia	3,377
Vaccinations	34,475
Pet Micro-chip	50,940
Adoptions	82,800
DAC Return to Owner	18,014
CLC Return to Owner	28,814
Spay & Neuter	22,850
Donations	15,223
Other Revenue	21,893
Cash Over/Short	0
Investment Income	<u>(4,538)</u>
<i>Sub Total Shelter Generated Revenue</i>	<i>\$306,423</i>
FUNDING	
Animal Shelter - County	848,365
Animal Shelter - City	<u>802,151</u>
<i>Sub Total Funding</i>	<i>\$1,650,516</i>
TOTAL RESOURCES	\$1,956,939
EXPENDITURES	
6XXXXX Salaries & Benefits	1,292,632
Motor Pool Repair	7,500
Motor Pool Fuel	10,000
Repairs/Maint General	10,000
Postage & Freight	41,426
Advertising	3,000
Vet Services & Supplies	86,773
Purchased Services	271,000
Travel General	5,000
Licenses	500
Utility Services	64,924
Telephone	24,284
Supplies General	115,000
Minor Equipment	20,000
Uniforms & Safety Wear	1,000
Credit Card Fees	<u>3,900</u>
<i>Sub Total Operating Expenses</i>	<i>\$664,307</i>
TOTAL EXPENDITURES	\$1,956,939
ENDING BALANCE	\$0

Animal Services Center of the Mesilla Valley

Monthly Statistics Report

February 2009

		<i>Dogs</i>	<i>Cats</i>	<i>Rabbits</i>	<i>Reptiles</i>	<i>Pocket Pets</i>	<i>Birds AV</i>	<i>Birds LD</i>	<i>Livestock (horse, goat, sheep, pig, donkey)</i>	<i>Wildlife (skunk, coyote, fox, raccoon)</i>	<i>Total</i>
INTAKE	City of Las Cruces										
	Owner Surrender	38	37	1	1	9	0	1	0	0	87
	Returned Adoptions	5	1	0	0	0	0	0	0	0	6
	Seized from Owners	11	3	0	0	0	0	0	0	0	14
	Strays (brought in by the public)	36	27	0	0	1	0	0	0	0	64
	Strays (brought in by Animal Control)	133	145	0	0	1	0	1	0	4	284
	Wildlife	0	0	0	0	0	0	0	0	0	0
	Subtotal City of Las Cruces	223	213	1	1	11	0	2	0	4	455
	Doña Ana County										
	Owner Surrender	60	14	0	0	0	0	0	0	0	74
	Returned Adoptions	1	0	0	0	0	0	0	0	0	1
	Seized from Owners	11	0	0	0	0	0	0	0	0	11
	Strays (brought in by the public)	29	24	0	0	2	0	0	0	0	55
	Strays (brought in by Animal Control)	193	172	0	0	0	0	3	0	0	368
	Wildlife	0	0	0	0	0	0	0	0	0	0
	Subtotal Doña Ana County	294	210	0	0	2	0	3	0	0	509
	Jurisdiction Unknown	26	11								37
	Total Intake	543	434	1	1	13	0	5	0	4	1,001

		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Birds AV	Birds LD	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, coyote, fox, raccoon)	Total
OUTCOME	Admin Missing	0	0	0	0	0	0	0	0	0	0
<i>(City & County)</i>	Adoptions	134	64	4	1	2	0	1	0	0	206
	Expired in Shelter	16	1	0	0	0	0	0	0	0	17
	DOA	20	25	0	0	0	0	0	0	0	45
	Return to Owner	135	10	0	0	2	0	0	0	0	147
	Transferred Out	18	12	0	0	0	0	0	0	0	30
	Wildlife Release	0	0	0	0	0	0	0	0	0	0
	Euthanized										
	Age - Too Old	1	0	0	0	0	0	0	0	0	1
	Age - Too Young	0	0	0	0	0	0	0	0	0	0
	Behavior - Aggressive	47	23	0	0	0	0	0	0	0	70
	Behavior - Timid	24	29	0	0	0	0	0	0	0	53
	Feral	0	164	0	0	0	0	0	0	0	164
	Hit by Car	3	4	0	0	0	0	0	0	0	7
	Medical Issues	31	8	0	0	0	0	0	0	0	39
	Medical - Distemper	9	0	0	0	0	0	0	0	0	9
	Medical - Felv	0	0	0	0	0	0	0	0	0	0
	Medical - FIV	0	0	0	0	0	0	0	0	0	0
	Medical - HW Positive	3	0	0	0	0	0	0	0	0	3
	Medical - Kennel Cough	13	0	0	0	0	0	0	0	0	13
	Medical - Parvo	15	0	0	0	0	0	0	0	0	15
	Medical - Pregnant	0	2	0	0	0	0	0	0	0	2
	Medical - Ringworm	1	2	0	0	0	0	0	0	0	3
	Medical - URI	65	100	0	0	0	0	0	0	0	165
	Owner Request	24	5	0	0	1	0	0	0	0	30
	Policy	4	2	0	0	0	0	1	0	4	11
	Space	4	2	0	0	0	0	0	0	0	6
	Space - Breed/Pit	20	0	0	0	0	0	0	0	0	20
	Subtotal Euthanized	264	341	0	0	1	0	1	0	4	611
											61.0%
	Total Outcome	587	453	4	1	5	0	2	0	4	1,056

		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Birds AV	Birds LD	Livestock <i>(horse, goat, sheep, pig, donkey)</i>	Wildlife <i>(skunk, coyote, fox, raccoon)</i>	Total
Public Services	City Clinic (includes outside surgeries, vaccinations, and microchips)	19	4	0	0	1	0	0	0	0	24
	County Clinic (includes outside surgeries, vaccinations, and microchips)	14	0	0	0	0	0	0	0	0	14
	Jurisdiction Unknown	2	0	0	0	0	0	0	0	0	2
	Subtotal Clinic In	35	4	0	0	1	0	0	0	0	40
	Clinic Out (includes outside surgeries, vaccinations, and microchips)	2	16	0	0	0	0	0	0	0	18

Grand Total	Intake*	543	434	1	1	13	0	5	0	4	1,001
	Outcome*	587	453	4	1	5	0	2	0	4	1,056

Statistics	Live Release Rate	287	86	4	1	4	0	1	0	0	383
	Euthanized, Expired in Shelter, DOA	300	367	0	0	1	0	1	0	4	673
	Average Intake/day	19.4	15.5	0.0	0.0	0.5	0.0	0.2	0.0	0.1	35.8
	Average Outcome/day	21.0	16.2	0.1	0.0	0.2	0.0	0.1	0.0	0.1	37.7
	Average Euthanizations/day	9.4	12.2	0.0	0.0	0.0	0.0	0.0	0.0	0.1	21.8
	Average RTO/day	4.8	0.4	0.0	0.0	0.1	0.0	0.0	0.0	0.0	5.3
	Average Adoptions/day	4.8	2.3	0.1	0.0	0.1	0.0	0.0	0.0	0.0	7.4

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