



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

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

**Board of Directors Meeting
Thursday, April 24, 2025 at 9:00 AM**

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

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6.1. Discussion on updating ACSMV Board bylaws and formation of a bylaw update subcommittee	
6.2. Discussion of current ASCMV emergency plan for continuity of	

operations

7. ACTION ITEMS

- | | | |
|------|--|---------|
| 7.1. | A RESOLUTION ALLOWING FOR A CARRY OVER OF REMAINING GRANT FUNDS FROM FY2024 IN THE AMOUNT OF \$2400 FROM THE HSUS GRANT, AND TO ADJUST THE ADOPTED FY2025 BUDGET
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| 7.3. | A RESOLUTION TO ACCEPT THE \$25,000 PETSMART CHARITIES TRANSPORT GRANT AND ADJUST THE ADOPTED FY2025 BUDGET ALLOWING THE GRANT.
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8. PUBLIC INPUT

9. CHAIR AND BOARD COMMENTS

10. ADJOURNMENT

ANIMAL SERVICE CENTER OF MESILLA VALLEY
Special Meeting
January 16, 2025 at 9:00 a.m.

BOARD MEMBERS PRESENT:

Manuel Sanchez - Chairman
Becki Graham - Vice-Chairman
Joan Campbell - Board Member
Becky Corran - Board Member
Gennifer Gates - Board Member
Patrick Peck - Board Member
Christopher Schaljo-Hernandez – Board Member
Jess Williams - Board Member
Barbara Bencomo - Ex-Officio Member
Mary Lou Ward - Ex-Officio Member

BOARD MEMBERS ABSENT:

- 1. Call to Order & Pledge of Allegiance (9:00 a.m.):** Chair Sanchez called the meeting to order.
- 2. Determination of Quorum:** A quorum was determined to be present.
- 3. Acceptance of the Agenda:** Motion by Board Member Williams, second by Board Member Corran. Board Member Corran moved to amend the agenda to move item 8.3 to just after item 4, Board Member Williams concurred. Agenda accepted as amended.
- 4. Closed Meeting Statement:** Chair Sanchez read the Closed Meeting Statement: The Board of Directors of the ASCMV met in closed session on December 13, 2024 at City Hall at 9:00 a.m. to discuss limited personnel matters related to the identification of an Interim Director for the ASCMV. The following Board Members were present at that time: Board Member Gates, Board Member Peck, Board Member Campbell, Councilor Corran, Commissioner Schaljo-Hernandez, Ex-Officio Member Ward, Ex-Officio Member Bencomo, and Commissioner Sanchez. Ms. Liz Seely joined the meeting at 9:40 a.m. and the session was concluded at 9:53 a.m.
- 8.3 Selection of ASCMV Board Chair, Vice-Chair, and Committee Assignments:**
Chair Sanchez asked for nominations for Board Chair. Councilor Graham was nominated. Motion passed unanimously.

Commissioner Sanchez asked for nominations for Board Vice-Chair.
Commissioner Schaljo-Hernandez was nominated. Motion passed unanimously.

Commissioner Sanchez discussed the committee assignments. The Executive Committee is generally comprised of the Chair, Vice-Chair, and outgoing Chair. This now consists of Commissioner Sanchez, Chair Graham, and Vice-Chair Schaljo-Hernandez.

The Finance Committee is normally chaired by someone from the City of Las Cruces. Chair Sanchez asked for volunteers. Board Member Williams suggested leaving the committees as they are. There was discussion of the committees. Chair Sanchez read the current composition of the committees: Facilities Committee is Board Member Williams, Board Member Gates, Board Member Campbell. Finance Committee is Board Member Peck, Councilor Corran, and Vice-Chair Schaljo-Hernandez.

Motion to approve assignments by Board Member Williams, second by Vice-Chair Schaljo-Hernandez. Motion passed unanimously.

Commissioner Sanchez passed the gavel to Chair Graham.

5. Minutes for Approval

5.1 Approval of the Minutes from the regular ASCMV Meeting October 24, 2024: Motion by Board Member Williams, second by Board Member Schaljo-Hernandez. Councilor Corran is concerned that her name is not on all the forms and minutes. Motion amended to include her name in all forms and minutes. Motion passed.

5.2 Approval of the Minutes from Special ASCMV Meeting December 13, 2024: Motion by Board Member Campbell, second by Board Member Peck. Motion passed.

6. Reports/Presentations

6.1 City and County ACO Reports - City and County Animal Control: Brian Hulse reported on October through December 2024 with 834 reported stray animals, 411 were picked up which included 120 cats and 291 dogs. This included 46 sick/injured with 25 cats and 21 dogs. There were 40 owner surrenders which were all dogs. A four-year comparison was shown. A four-year return to owner comparison was shown. This October there were 17 animals field returned to owners with 18 in November and 15 in December. Grand total of field RTO for the year was 254. Additional animals picked up were: No owner surrender cats, 40 owner surrender dogs, 46 sick/injured animals, 13 welfare hold animals, and three cruelty cases. There were 19 shelter quarantines and 12 home quarantines. There are 17 animals in live evidence awaiting court. There was one negative rabies submission. There were 40 diverted intakes. There were 876 education and the total calls was 1929 for this quarter. The breakdown per district was shown. A four-year comparison

by district was shown. Reasons for owner release: Three dogs were vicious/dangerous; three were involved in livestock attacks; three were showing aggressive behavior; four the owners were not able to keep on the property; three the owners could not afford; one pair were released because one was sick and the other was old and euthanasia was requested; one euthanasia; ten was a litter that was exposed to parvo; nine came from the same house and the owners were evicted and could not take the dogs; and two for behavior issues. Totals for the end of year 2024: Stray calls 3,705; stray cats picked up 548; stray dogs picked up 1,500; field Return to Owners 254; total calls of service 8,639.

Gino Jimenez reported the City's numbers for October through December 2024. In October there were 403 stray calls; 223 gone on arrival; 180 apprehended; 142 were impounded at ASCMV; 72 were dogs and 70 were cats. Successful field RTO 38 animals and 21 were unsuccessful attempts to RTO. These animals had some sort of identification but ACOs were unable to get some of them back to their owners. This made a total of 59 identifiable animals. A three-year comparison was shown. Grand total of stray calls for 2024 after including the October totals was 4,296. The Peak Performance report shows that this month City ACOs fell a bit short of their goal of 65% minimum secured animals with a total of 59%. Three-year field RTO comparison shows a grand total of 403 successful this year. The Peak Performance goal is 25% of all strays captured; this month ACOs achieved 18%. Other Peak Performance measures: 10% reduction of stray animal bite responses was not met, as there was a 5.5% decrease in stray animal bites with 108 this year versus last year's 114; 10% reduction in owner victim bites was also not met, with 12% increase with 101 for 2024 but 89 for 2023. The community cat program totals: ACOs responded to 55 cats in traps with five released. This brings numbers up to 557 trap calls and 72 community cats released.

In November there were 403 stray calls; 228 gone on arrival; 175 apprehended; 173 were impounded at ASCMV; 86 were dogs and 49 were cats. Successful field RTO 40 animals and 12 were unsuccessful attempts to RTO. This made a total of 52 identifiable animals. A three-year comparison was shown. Grand total of stray calls for 2024 after including the November totals was 4,699. The Peak Performance report shows that this month City ACOs fell a bit short of their goal of 65% minimum secured animals with a total of 57%. Three-year field RTO comparison shows a grand total of 443 successful this year. The Peak Performance goal is 25% of all strays captured; this month ACOs achieved 18%. Other Peak Performance measures: 10% reduction of stray animal bite responses was not met, as there was a 5% decrease in stray animal bites with 121 this year versus last year's 124; 10% reduction in owner victim bites was also not met, with 14% increase with 108 for 2024 but 93 for 2023. The community cat program totals: ACOs responded to 41 cats in traps with 11

released. This brings numbers up to 598 trap calls and 83 community cats released.

In December there were 363 stray calls; 191 gone on arrival; 169 apprehended; 120 were impounded at ASCMV; 79 were dogs and 41 were cats. Successful field RTO 49 animals and 21 were unsuccessful attempts to RTO. This made a total of 70 identifiable animals. Grand total of stray calls for 2024 after including the December totals was 5,062. The Peak Performance report shows that this month City ACOs fell a bit short of their goal of 65% minimum secured animals with a total of 56.5%. Three-year field RTO comparison shows a grand total of 492 successful this year. The Peak Performance goal is 25% of all strays captured; this month ACOs achieved 19%. Other Peak Performance measures: 10% reduction of stray animal bite responses was not met, as there was a 1.5% increase in stray animal bites with 134 this year versus last year's 132; 10% reduction in owner victim bites was also not met, with 10.5% increase with 114 for 2024 but 102 for 2023. The bite percentage measures were created to track how well people were responding to the ACOs' educational efforts, such as teaching people not to approach a strange dog and other things. City Animal Control is considering revamping the goals to be more attainable. There was general discussion of the Peak Performance tracking and goals. Chair Graham suggested adding a discussion item to the agenda for April or July regarding what kind of goals the Board is interested in. Board Member Williams suggested the April meeting so they can have more time to discuss it. The community cat program totals: ACOs responded to 39 cats in traps with eight released. This brings numbers up to 637 trap calls and 91 community cats released.

Reasons unable to field RTO: 31 had no contact by phone or at the residence; 13 had an unregistered or not updated microchip; three cats had unregistered or not updated microchips; two cats' owner was evicted and left no forwarding phone number; one cat had no contact by phone or at the residence; one cat the owner passed away and there was no information available; one dog the owner refused to pick it up and hung up on the officer. Reasons for owner releasing animals: 23 the owners could no longer care for; seven dogs for aggression; seven dogs for behavioral issues; five dogs unable to keep in the yard; five dogs the property manager does not allow; four dogs for health issues; two were for euthanasia requests; two dogs the owner admitted to them being dangerous; two dogs not compatible with the other pets; one dog for lifestyle change; one dog killed another dog; and one cat the property manager did not allow on the property. Total calls for October was 1,137; November was 1,011; December was 936, bringing the year total to 13,325.

6.2 Shelter Statistics/Activities: Annual Report, Quarterly Statistics Report 2024: Liz Seely presented the 2024 Annual Report but the

Quarterly Report is in the Board Members' packets and is available publicly on the website. City ACOs' intake dogs were shown in blue and the cats in green. Owner surrenders were 742 dogs and 207 cats. County statistics were shown in the same format; this included numbers for Anthony, Hatch, Mesilla, Sunland Park, and White Sands Missile Range. County ACOs had the highest numbers with 1,883 stray dogs and 678 stray cats. Owner surrenders were the second highest number. Total combined intake of animals was 9,139 for 2024, making the average about 25 animals per day. The intake numbers back to 2009 were shown. The total intake is down by 11% from 2023. A monthly intake slide was shown. May 2024 was the month with the highest intake. Species of animals include 67% dogs, 31.8% cats, and a few others such as rabbits, hamsters, guinea pigs, chickens, roosters, and ducks. The intake methods comparison was shown: ACOs brought in the most strays; the public brought in the next highest number of strays; and owner surrenders was the next highest number. The diverted intake comparison was shown with a total of 2,112. Outcome statistics: 2,609 euthanasias of which 1,906 were dogs, 683 were cats, and 20 were other; 2,295 were transferred to rescues; 1,981 were adopted; 1,102 were RTO; and 879 were community cats. Reasons for euthanasia were 461 space/behavior, space/general, parvo and failure to thrive. Medical/ringworm is currently a reason but Ms. Seely and Dr. Hadden hope to greatly reduce that number this year, as ringworm is simple to treat. It is highly contagious, so the shelter needs a very good plan to keep it from spreading. A comparison all the way back to 2008 for the euthanasia numbers was shown. Transfers to rescues was 2,295 and most of those went out of state. Local rescues also helped greatly. Dogs made up 68% of the adoption numbers; 2019 was the highest number of adoptions ever. Live release rate was 67.5% of dogs, 76.2% of cats with a total live release rate of 70.7%, up about 5% from last year. Public services and community outreach included an increase of about 2,000 more people than last year visiting the shelter, with the most visitors coming in July. Surgeries in 2024 were 4,361. This was an average of about 350 surgeries per month; 1,659 cats were spayed and neutered under the TNR program; 1,148 adopted animals were spayed and neutered; 843 shelter fosters were spayed and neutered; 711 other surgeries were done. Since 2019 there were over a dozen vaccination clinics and the shelter has provided over 15,000 vaccines either free or at low cost and over 3,200 microchips. There were more than 800 community pets done last year. The first vaccine clinic will be February 2, 2025 at the Field of Dreams. The dates are posted on the social media. Facebook views were increased drastically by the new Digital Content Specialist, Carol. She has great ideas for the new year. Website views are also expected to increase for the new year. There will be some changes in how the monthly statistics are displayed. The foster program had 1,831 animals in foster last year. The Foster Coordinator, Vanessa, is working hard to put more animals in foster. There are a total of 795 active foster parents. Ms. Seely invited those present to sign up for the foster program.

The volunteer hours increased over the last year. The new play group program is run by volunteers and helps the staff to learn more about the dogs to help place them in appropriate homes. Volunteers include 111 dog handlers with 15 of them being Play Group Leads and 16 volunteers have taken “Spicy Kitten” training to help socialize the cats to make them more adoptable. The “other surgeries” category includes spay and neuter surgeries for the public pets and rescue pets, and anything that is not a spay or neuter. There was discussion of using the total population numbers for our area and comparing those numbers to other similar areas to help bring the shelter and Animal Control statistics into context, and perhaps comparing this facility’s numbers to other facilities in similar size communities. The euthanasia rate has been reduced by 42% in the last ten years. Shelter staff has been discussing having a Strategic Plan and Peak Performance goals as soon as a new Director comes on board. Board Members thanked Ms. Seely for the presentation and the shelter staff for all their hard work.

6.3 Committee Reports

Finance - Barbara Bencomo, Committee Chair: Finance Committee meets the third Thursday of every month to close the books and send financials to staff for preparing the reports for the committee. The January meeting was canceled due to conflict with the full Board meeting. The committee met in December and reviewed financials and identified adjustments that will be needed for the January close. Amy Tran, Management Analyst presented the financials for the period ending December 31, 2024. Current assets of pooled and cashed investments \$1,071,788; receivables are \$315,956 including the November and December payments of \$157,427 from Dona Ana County. Next month’s receivables will be lower, since December is included in this accounting. Capital assets are \$277,434; total assets are \$1,665,178; total liabilities \$271,343; total fund balance \$1,393,835; bringing total liabilities and fund balance to \$1,665,178. Statement of Revenues, Expenses, and Changes in Fund Balance, Budget and Actual for Fund 7440: Total revenues actuals \$2,664,350 for 54% of budget parameter; revenues are ahead, attributed to both City and County providing up-front contributions; total expenditures \$2,127,697 for 43.1% of budget; change in net position is \$536,653. Fund balance at the start of the year was \$551,735 so net position at the end of the period was \$1,088,389. Budget and Actual for Executive Director: \$89,668 for 26.5%; entry **inaudible** capital \$136,154 is attributed to the grant funds from Petco Love. The shelter acquired an adoption trailer at \$72,207 which should post in the next month which will cause the actuals to decrease. Total expenditures is at 26.5% which is below the budget parameter of 50%. Budget and Actual for Medical Director: Actual is \$509,147 for 38.3% which is below the budget parameter. Kennel Director actual expenditure: \$823,644 for 46.7%, also below the budget parameter.

Administrative Operations Budget and Actual: Actual expenditures \$704,980 for 46.9% which is below the budget parameter of 50%. Total expenditures: Salary 56%, benefits 20%, services 13%, supplies 8%, and other at 3% which covers transportation, travel, insurance, repairs, and maintenance.

Executive – Manuel Sanchez, Committee Chair: Councilor Corran reported that the committee discussed today's agenda, plans for upcoming items on the future agendas, community-related issues, and the adoption fees topic. Ambiguities were identified in the JPA vs the Board's bylaws and the bylaws need to be updated.

Facilities - Mary Lou Ward, Committee Chair: Facilities Committee met on November 21, 2024 and due to the holidays the other meeting was canceled. The new building's one-year warranty has expired. At that time, the following items were completed: The shelter medical wing breakroom water heater was repaired; the shelter lock issues in the employee area were resolved; the women's toilet in the adoption building was repaired; the ADA door latch was repaired. The following items were reported and addressed, but work has not yet started: The shelter door with the green door pod was reported broken. The following items were reported, addressed, and work is in progress: The shelter flagpoles were unable to crank up; the shelter north lobby door lock mechanism will not lock; and the shelter core key fobs and card readers are still in progress and the technicians report that they need to assign an active card for each person.

7. Discussion Items:

7.1 ASCMV Adoption Fees: Interim Director Liz Seely discussed the adoption fees. In 2021 the fees were changed to promote quicker adoption for spayed and neutered animals. Statistics since then show that adopters are going to pick the animal that fits them regardless of adoption price. The two different prices caused confusion in the community. When staff was revamping the website they noticed how complex and confusing the fee schedule was, so staff hopes to change the fees to flat fees, one flat fee for dogs and one flat fee for cats. The JPA and City ordinance do not quite agree on who is in charge of setting the fees, so staff brought it to the Board. Councilor Corran reported that the City is working on a municipal ordinance regarding reclamation fees and the State has laws regarding what fees are permissible to charge. She suggested that the Executive Director should have discretion to set fees and hold promotions with input from the Board. Chair Graham invited public comment and reminded everyone that Board Members are available via e-mail and phone.

8. Action Items:

1 **8.1 A Resolution approving the 2025 holiday/closure schedule for the**
2 **Animal Services Center of the Mesilla Valley:** Interim Director Liz Seely
3 presented the list of closures on page 41 of the packet. It coincides with all
4 the City holiday closures.

5
6 Motion by Board Member Williams, second by Board Member Campbell.
7 Motion passed unanimously.
8

9 **8.2 A Resolution providing for determination of reasonable notice of**
10 **meetings and meeting date of the Animal Services Center of the**
11 **Mesilla Valley Board of Directors:** Liz Seely discussed that this will set
12 the future Board meetings for the year. The County Commission will be out
13 of town April 24, 2025. Commissioner Schaljo-Hernandez and
14 Commissioner Sanchez will not be able to attend that meeting. Board
15 Member Williams suggested moving that meeting to the second Thursday
16 of the month, pending having a space available. The Board agreed.
17 Bernice Navarro of the ASCMV reported that the financials cannot be ready
18 by the second Thursday, but can be ready by the third. Suggestion was to
19 cancel the regular meeting and call a special meeting as April comes closer,
20 as spaces and schedules are difficult to coordinate during that month.
21

22 Motion by Board Member Williams, second by Board Member Corran.
23 Motion passed unanimously.
24

25 **8.4 Discussion and preliminary plans for selection process and timeline**
26 **for hiring the next ASCMV Executive Director:** Jo Richards, City of Las
27 Cruces HR Director introduced the City of Las Cruces Assistant Director of
28 HR, Jose Vargas. Mr. Vargas presented a slide show with the options
29 available. The Board may hold a full open meeting to revise the job
30 description or create a subcommittee for that purpose. Board Member
31 Williams suggested creating a subcommittee, as the full Board meetings
32 are too infrequent to be sufficient. He also volunteered to serve on that
33 subcommittee. Councilor Corran agreed but asked the Board to listen to
34 the whole presentation before making any decisions. When the job
35 description is finalized, recruitment can begin. The Board may choose to
36 leverage the City of Las Cruces HR Department to create a selection
37 process facilitated by HR staff and the Board/committee. The Board may
38 also choose to use a professional search firm to handle the entire process.
39 These choices must be discussed in an open meeting. If chosen, HR staff
40 will use standard advertising venues to post the opening. If the Board
41 wishes to use any venues other than the City's standards, ASCMV will have
42 to pay for that. HR staff will work with the Board/committee to create the
43 process and documentation and will work with the City Clerk's Office to
44 maintain compliance with all regulations. Once the posting has closed, HR
45 staff will review the applications, collaborate with the Board/committee,
46 schedule and complete interviews, and select the candidate. If the Board

1 chooses to use a search firm, it will need to partner with the Finance
2 Department to follow the procurement process to acquire a firm. Timelines
3 will vary depending on the firm's process and that firm would need to work
4 with the City Clerk's Office to be sure of compliance with regulations.
5 Suggestion was made to involve the public in creating the job description
6 and to use a search firm to try to get as many good candidates as possible.
7 Another suggestion was made to include shelter staff in the creation of the
8 job description. If an independent search firm was chosen, HR would still
9 be a part of the process and give feedback throughout the process. A
10 suggestion was made to piggyback on the contract with the Solid Waste
11 Authority who is currently searching for an executive position. Purchasing
12 Manager Alicia Hernandez discussed that process. She indicated that her
13 department has a list available of several search firms and the timeline looks
14 to be reasonably quick. There was discussion of the pros and cons of using
15 the Human Resources Department vs a professional search firm and the
16 pros and cons of doing the process with the full Board vs a subcommittee.

17
18 Board Member Corran moved that the Board create a subcommittee to do
19 the administrative work related to the search to include job description,
20 search process, and timeline that is representative of the Board in that it
21 has representatives from the community and elected officials and from the
22 County and the City. Board Member Williams seconded. Motion passed
23 unanimously.

24
25 Geri Wheelis, Member of the Public, expressed support for Board Member
26 Corran and the idea of having public input for this process. She also agreed
27 that using an external firm would be better.

28
29 The subcommittee should have four Board Members to avoid quorum.
30 Board Members Williams and Gates volunteered as community
31 representatives, Board Member Schaljo-Hernandez volunteered as a
32 County representative, and Chair Graham volunteered as a City
33 representative.

34
35 Board Member Schaljo-Hernandez moved to accept these volunteers for
36 the subcommittee, Board Member Gates seconded. Motion passed
37 unanimously.

38
39 Board Member Corran moved to hire a search firm to conduct the
40 community input, job description development, and outreach for the
41 ASCMV Director position. Board Member Gates seconded. Board Member
42 Williams voted no. Board Member Gates voted yes. Board Member
43 Campbell voted yes. Board Member Peck voted yes. Board Member
44 Corran voted yes. Board Member Schaljo-Hernandez voted yes. Board
45 Member Sanchez was absent. Chair Graham voted yes. Motion passed.
46

1 Board Member Schaljo-Hernandez asked the Board to clarify exactly what
2 the hypothetical search firm will be expected to do and what exact powers
3 the subcommittee will have before work begins. The subcommittee will do
4 all the work up until the final interviews. Only the final interviews will have
5 full Board involvement. The subcommittee will have the authority to direct
6 the Interim Director to get quotes and work with the Finance Department to
7 hire the firm.

8
9 **9. Public Input:** None.

10
11 **10. Chair and Board Comments: Public Input:** Chair Graham reported that at the
12 adjournment of this meeting the Board will enter closed session. The closed
13 session meeting notice is printed on the agenda and the closed session statement
14 will be provided at the next Board meeting.

15
16 Board Member Ward mentioned that according to the census of 2023 and looking
17 at the number of households, the County has about 93,950 households and the
18 City has about 46,661 households. Based on those numbers, the County has
19 about 225,480 pets and the City has about 111,986. The total number of pets in
20 all of Dona Ana County would then be about 337,466.

21
22 Board Member Corran commented that the City's update of the animal ordinances
23 is ongoing and should be coming up for a vote around the end of March.

24
25 Board Member Gates commented that SNAP is now zero cost to all Las Cruces
26 residents to match the County's donations to SNAP.

27
28 **11. Adjournment (11:40 p.m.):** Motion by Board Member Schaljo-Hernandez,
29 second by Board Member Campbell. Meeting adjourned.

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33 BOARD OF DIRECTORS

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37 Becki Graham, Chairperson

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41 Christopher Schaljo-Hernandez, Board Member

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45 Joan Campbell, Board Member

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Gennifer Gates, Board Member

Manuel Sanchez, Board Member

Becky Corran, Board Member

Patrick Peck, Board Member

Jess Williams, Board Member

Barbara Bencomo, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

ANIMAL SERVICE CENTER OF MESILLA VALLEY
Special Meeting
March 19, 2025 at 9:00 a.m.

BOARD MEMBERS PRESENT:

- Becki Graham - Vice-Chairman
- Christopher Schaljo-Hernandez – Vice-Chairman
- Gennifer Gates - Board Member
- Patrick Peck - Board Member
- Manuel Sanchez - Chairman
- Barbara Bencomo - Ex-Officio Member

BOARD MEMBERS ABSENT:

- Joan Campbell - Board Member
- Becky Corran - Board Member
- Mary Lou Ward - Ex-Officio Member

- 1. Call to Order & Pledge of Allegiance (9:00 a.m.):** Chair Graham Sanchez called the meeting to order.
- 2. Determination of Quorum:** A quorum was determined to be present.

Closed Meeting Statement: Chair Graham read a closed meeting statement from January 16, 2025. In attendance were Becki Graham, Becky Corran, Christopher Schaljo-Hernandez, Gennifer Gates, Bernice Navarro, Elizabeth Seely, Brad Douglas, Jess Williams, Barbara Bencomo, Joan Campbell, Mary Lou Ward, Patrick Peck, and Ben Young, outside counsel representing City of Las Cruces. Meeting was closed pursuant to NMSA 1978 section 10-15-1(H)7 discuss pending or threatened litigation; Cincinnati Specialty Underwriters Insurance Company vs. Murray et. al, Case No. 124CV1039GJFJFR. And Moore vs. Animal Services Center of the Mesilla Valley D307CV2024401615. And Patrick Dumphy et. al vs. Animal Services Center of the Mesilla Valley et. al D307CV202300522. The closed meeting discussion was limited to the items as stated in the posted notice. Meeting began at 11:41 a.m. and ended at 12:09 p.m.

3. Action Items:

- 3.1 A resolution authorizing the governing board for the Animal Services Center of the Mesilla Valley to accept the Annual Financial report for the year ending June 30, 2024:**

Motion by Board Member Schaljo-Hernandez, second by Board Member Sanchez.

1 Josh Saffell introduced Chris Garner with Pattillo, Brown & Hill. Chris
2 Garner stated there is a presentation that will be forwarded to the board and
3 will highlight the exit conference. For this audit they issued an unmodified
4 opinion, a clean opinion. There were no difficulties through the audit
5 process. There were no changes to journal entries or any of the numbers
6 presented. Accounting records are in good order.

7
8 Motion passed unanimously.

9
10 **3.2 A resolution to adopt the FY2026 proposed annual budget for the**
11 **Animal Services Center of the Mesilla Valley per "Exhibit A":**

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

15
16 Liz Seely stated the ASCMV is requesting an increase in FY26 of about
17 \$629,348 which equates to a 10.2% increase from FY25. Their budget has
18 four funds, executive director fund, medical, kennel, and admin operations
19 fund. They have experienced some significant shelter growth in the last few
20 years that includes the new adoption building, the play yards, dogs playing
21 for life program, enrichment program. There are plans to expand the foster
22 and rescue program. They view FY26 as a time for growth for the shelter
23 strategically and operationally. They have 303 animal housing units, not
24 including the medical kennels. A rough estimate of total animals would
25 about 400 animals, but fluctuates. They are fully staffed with 65 shelter
26 personnel, including 32 kennel staff. Capacity for care calculation, 15
27 minutes per person per animal is basic care of feeding, watering, housing.
28 So this averages about 100 hours of care per day just for basic. There are
29 14 kennel staff that work per day putting in about 140 hours. They do
30 enrichment, walking dogs, gathering information on the pets behavior for
31 the online profiles. Socials with the public. She would like to introduce a
32 matchmaker program for the shelter, which would be families let the shelter
33 know their lifestyle and what they are looking for, and then kennel staff can
34 match with an animal that fits the needs. But right now they do not have the
35 staff to do that. They are asking for a few new positions. Also increases in
36 PERA and benefits.

37
38 The numbers include a 4% wage increase. PERA increases by 0.05%.
39 Insurance up by 12%. Vacant positions budgeted at 50%. They are asking
40 for three parttime animal caregivers, with the main objective to run the play
41 groups, help with the matchmaker program.

42
43 Salary and wages up by 12.9%. Benefits and deductions up by 20.2%.
44 Temp agencies are going away as a staffing specialist was hired last year.
45 Repairs and maintenance is down a little bit. One of the rescue vans is no
46 longer functioning and will need to be replaced. A new budget method

1 allowed movement of funds from services and supplies into the admin fund
2 where they fit more appropriately. Travel asking for an increase of \$12,543,
3 this includes not just personnel but rescue and relocation program.
4 Insurance has gone down by 26%, this is liability, unemployment, and
5 workers' comp. Other is up by 0.3% which is licenses, permits, and
6 certifications. Capital had funds from two Petco Love Grants and most of
7 those funds have been used, and the rest is earmarked for a few more
8 projects coming up. These funds will not roll over to FY26. They are asking
9 for \$56,445 for the replacement transport van. So the overall increase is
10 10.2%.

11
12 The executive director's budget. Salary and benefits will stay the same for
13 now. Services is for memberships and dues, and asking for additional \$454.
14 Supplies moved some to admin fund. Keeping \$1,700 in the fund, \$200
15 City recommends having for each employee for supplies, other \$1,500 is
16 for food beverages for special events, off site vaccination clinics. Travel
17 had a small budget at \$1,488 and considering a new director and need to
18 allow them funds to incorporate their own ideas, attend workshops, asking
19 for more travel funds this year. Other is just licenses and permits. Capital
20 this is the Petco Love Grants, they have used \$72,000 and have \$63,000
21 left and that is earmarked for a few things, wrap some of the vehicles, and
22 fund a new field trip program, and tops for the outdoor kennels. This fund
23 is down 39.7%.

24
25 Medical director fund. Salary and wages is up 14.4%. New veterinarian
26 listing is \$120,000 and want to bring that up to \$137,000 which is more on
27 par for the county hired a vet. This also includes the 4% raise for the rest
28 of the employees. Benefits up 13.6%. Services, includes all professional
29 services, IDEX, Datamars, health certificates for animals to cross state
30 lines, support for anesthesia machine, up 1.8%. Supplies, calculate the
31 \$200 per employee and medical has 12 staff members, so \$2,400, and then
32 supplies also includes uniforms, minor equipment, medical supplies,
33 vaccines, blanket PO with Patterson Vet Supply and Medline Industries.
34 Travel, had budgeted for \$10,000 and asking for a little bit more for again
35 possibly hiring a new veterinarian. Other, had historically \$4,000 which
36 covers licenses, permits, certifications. Most of these funds have not been
37 used in the last few years, so brought that down to the certifications that are
38 really need and so that is down 76%. So overall increase of 11%
39

40 Kennel director fund. Majority of staff are here. Salary and wages is up
41 18.9%, and that includes the three new positions and the 4% wage increase
42 for all the employees. Benefits and deductions up 21.1%. Maintenance
43 and repairs, down as not needing to repair the van that is not in working
44 condition. Temp agencies that is going away. Services remains the same
45 at about \$5,000. Supplies has increased 16.8%, there are 32 kennel staff
46 in this fund, and includes all pet food. Travel, the rescue and transport

comes from here, and asking for increase of \$5,862, which is 27.3%. Other is down, covers euthanasia certifications and PACFA license which is required to transport animals into Colorado. Capital, asking for the replacement funds for the new transport van, \$56,445. The kennel fund has an increase of 21.3% overall.

Admin operations fund. This absorbed some of the funds from the other three. Salary and wages up 4.2% to account for the wage increase. Benefits seems high at 29.3%, the numbers were checked and provided from HR. They seem correct when accounting for the 4% increase, the increase in insurance. Services include software licensing, banking fees, moved other line items into here. Supplies, there are 20 staff members in this fund, including the front office staff, desktop hardware, building rentals like the Field of Dreams for the vaccination clinics, cleaning services, and pest control contracts. Insurance is down. Travel, there has never been a travel fund for admin operations fund and so are asking for \$2,907 for travel. The staff can benefit from trainings related to community engagement, adoption events, adoption counseling. Staffing specialist attending staffing hiring and training etc. Other had the rental of Field of Dreams and that has been moved into the supplies area. And \$200 was for licensing and moved into medical fund. So overall increase in this fund of 7.5%.

City and County contributions. Revenues from operations predicted to be \$363,558, with City and County contributions at \$2,220,136. So asking for an increase from the City and County of \$314,674. Other options could be pulling funds from the general fund.

Where the money comes from. CLC, DAC, and then from shelter operations such as adoptions, microchipping, spay and neuter, shelter services includes owner surrender fees and euthanasia fees, Anthony/Sunland Park/Hatch collect for the intakes from there.

Historical budget showed back to FY23 budget of \$3,870,532, and then from FY23 to FY24 a 17.1% increase. From FY24 to FY25 8.8% increase. This year asking for a 10.1% increase.

Liz Seely introduced Amy Tront the management analyst to go over the highlights. First is minor equipment acquisition for a new revenue generation, \$3,499. It will pay for itself. Six month return on initial investment. There are approximately 1,981 adoptions every month that and possibly have a personalized tag engraved. A minimum donation of \$4 would generate about \$6,160 per year. This will be in-house and off-site.

Second item is for transport and rescue improvement which is a rolling equipment acquisition for \$50,000 with depreciation annually of \$3,800. The one van that was decommissioned had cost over \$15,000 in repairs.

1 Per the City it is no longer feasible or financially feasible to continuously
2 repair an item that is continuously out of commission and therefore can ask
3 for a new transport van. Repurposing the containers in the van will save
4 about \$50,000. So hopefully purchase a van very similar and just pay to
5 move the containers and then HVAC for the whole van.
6

7 Play yard improvements. There is quite a bit of flooding that goes across
8 the play yards. As this water would have animal feces and urine, it needs
9 to seep as standing and not run off to the desert. Have to dig huge ditches
10 and layer it specifically with gravel and bigger river rock, and boulders on
11 top of that. The facilities manager did the first play yard with volunteers and
12 staff and got that operational. Completion would be about \$4,695 for
13 supplies, small backhoe rental, and do all the labor in-house.
14

15 Professional development. They want to institute robust in-house training
16 program. Instead of sending four people to the conferences, send one or
17 two and have them come back with the materials and develop some in-
18 house training with the program material. Also moving to doing more online
19 conferences and workshops. Transport and rescue is now at \$19,000 and
20 asking for \$22,000, a \$3,000 increase. Also showed the remainder of travel
21 and on-line conferences and workshops. Total is \$12,543 for all four funds
22 and transport program.
23

24 Operations improvement. Asking for major equipment acquisition of
25 \$5,795, depreciation calculation would be \$599 annually. Euthanasia
26 process is taking the animal carcasses from the freezers, put them on rolling
27 carts and then the carts go to the pickup truck and loaded. Their facility
28 manager was hauling all the disposal and ruptured his shoulder badly which
29 incurred medical costs, time off work. physical therapy, and now he is
30 unable to do this work using the pickup truck. Right now there are three
31 people doing the work that one was doing. The pickup truck is at four feet,
32 and trailer would be at two feet, and this would allow one person to
33 accommodate this work again. Board Member Sanchez asked about the
34 depreciation. As it is a major equipment acquisition, but will be capital
35 piece, so there will be depreciation. Board Member Sanchez suggested
36 that if there are things that make the staff's life safer, better, more productive
37 it is important and have more discussions in the future.
38

39 Board Member Gates asked about the three new parttime positions and
40 how the people will be distinguished and duties divided. Liz Seely stated
41 the new positions will be extra with focus on enrichment. They have a
42 behavior consultant on staff and she has enrichment programs already, but
43 they are relying on volunteers to do the programs and therefore not being
44 done consistently. Board Member Sanchez asked about the new van and
45 possibly using an EV. Research was done and there are not a lot of huge
46 vans that fit this need. And using the same kennels to save \$50,000, need

to look at very similar van. Board Member Sanchez appreciated the budget presentation. He has reservations in terms of the budget. The County is going to significant increases in their revenue. He does feel the asks in the budget are reasonable. Board Member Peck appreciated the budget presentation. He asked if the City back off the fiscal agent fees. Liz Seely stated the fees had doubled since 2025, but it was reduced and now the same as from FY25, around \$200,000. Board Member Peck believes they have done a good job with the budget. His concern is in the future need to look thoroughly to the fleet and is maintained. Depreciation is probably too low and extending the life of equipment too long. He would like to know in the future for the fund balance. Board Member Bencomo stated the available fund balance, there have been discussions with the board as to whether the ASCMV should carry a fund balance, and if so what amount, as the primary entities of the City and County are already required to have a one-twelfth fund balance. But there is not that requirement for the ASCMV. Currently the projected fund balance for the ASCMV is at \$688,000 by the end of the fiscal year. Most recent financials show it at just over \$900,000, but anticipate some uses of funds through the year. She does not advocate for the complete use of the fund balance but does think it is prudent to consider a portion of the fund balance to be utilized for this purpose. She suggests using \$200,000-\$300,000, and leaving about \$400,000 in the fund balance. She agrees to discuss this further with respect to the amounts that should be kept there or what they should be spent for. Be intentional about what spending for. Board Member Schaljo-Hernandez stated there is no reason to apply the one-twelve reserve to any of their JPAs. He agrees there needs to be a plan. Board Member Sanchez stated that he believes there was a resolution to remove the one-twelve reserve from the ASCMV. Board Member Bencomo stated there was a proposed resolution and lots of discussion for the fund balance for the ASCMV. Today is approve or not, the recommended budget. There are more discussions to be had but that is for another day. Chair Graham thanked for the presentation and the good job.

Motion passed unanimously.

4. Adjournment (10:09 p.m.)

BOARD OF DIRECTORS

Becki Graham, Chairperson

Christopher Schaljo-Hernandez, Board Member

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Joan Campbell, Board Member

Gennifer Gates, Board Member

Manuel Sanchez, Board Member

Becky Corran, Board Member

Patrick Peck, Board Member

Barbara Bencomo, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk

		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig)	Wildlife (skunk, bat, coyote, fox)	Other Animals Total	Total
INTAKE	City of Las Cruces											
	Owner Surrender	149	38	2	0	0	0	3	0	0	5	192
	Returned Adoptions	16	1	0	0	0	0	0	0	0	0	17
	Seized/Welfare Hold	91	7	0	0	0	1	0	0	0	1	99
	Strays (brought in by the public)	183	107	0	0	0	0	0	0	0	0	290
	Strays (brought in by Animal Control)	289	241	1	0	1	0	1	0	0	3	533
	Wildlife	0	1	0	0	0	0	1	0	1	2	3
	Subtotal City of Las Cruces	728	395	3	0	1	1	5	0	1	11	1,134
	Doña Ana County											
	Owner Surrender	141	3	1	0	1	0	0	0	0	2	146
	Returned Adoptions	1	0	0	0	0	0	0	0	0	0	1
	Seized/Welfare Hold	44	6	0	0	0	0	0	0	0	0	50
	Strays (brought in by the public)	66	26	0	0	0	0	0	0	0	0	92
	Strays (brought in by Animal Control)	495	92	0	0	0	0	0	1	0	1	588
	Wildlife	0	0	0	0	0	0	0	0	0	0	0
	Subtotal Doña Ana County	747	127	1	0	1	0	0	1	0	3	877
	Anthony, NM - Owner Surrender	13	0	0	0	0	0	0	0	0	0	13
	Return Adoption	0	0	0	0	0	0	0	0	0	0	0
	Seized/Welfare Hold	2	0	0	0	0	0	0	0	0	0	2
	Stray - by public	5	1	0	0	0	0	0	0	0	0	6
	Stray - by Animal Control	27	1	0	0	0	0	0	0	0	0	28
	Hatch - Owner Surrender	8	0	0	0	0	0	0	0	0	0	8
	Return Adoption	0	0	0	0	0	0	0	0	0	0	0
	Seized/Welfare Hold	0	0	0	0	0	0	0	0	0	0	0
	Stray - by public	0	1	0	0	0	0	0	0	0	0	1
	Stray - by Animal Control	0	0	0	0	0	0	0	0	0	0	0
	Mesilla - Owner Surrender	0	0	0	0	0	0	0	0	0	0	0
	Return Adoption	0	0	0	0	0	0	0	0	0	0	0
	Seized/Welfare Hold	0	0	0	0	0	0	0	0	0	0	0
	Stray - by public	1	1	0	0	0	0	0	0	0	0	2
	Stray - by Animal Control	9	0	0	0	0	0	0	0	0	0	9
	Sunland Park -Owner Surrender	40	0	0	0	0	0	0	0	0	0	40
	Return Adoption	0	0	0	0	0	0	0	0	0	0	0
	Seized/Welfare Hold	2	0	0	0	0	0	0	0	0	0	2
	Stray - by public	2	1	0	0	0	0	0	0	0	0	3
	Stray - by Animal Control	0	0	0	0	0	0	0	0	0	0	0
	WSMR -Owner Surrender	2	0	0	0	0	0	0	0	0	0	2
	Return Adoption	0	0	0	0	0	0	0	0	0	0	0
	Seized/Welfare Hold	0	0	0	0	0	0	0	0	0	0	0
	Stray - by public	0	0	0	0	0	0	0	0	0	0	0
	Stray - by Animal Control	0	0	0	0	0	0	0	0	0	0	0
	Born In Care	10	5	0	0	0	0	0	0	0	0	15
	Community Cats	0	0	0	0	0	0	0	0	0	0	0
	Jurisdiction Unknown/Other	2	0	0	0	0	0	0	0	0	0	2
	Transfers In	0	6	0	0	0	0	0	0	0	0	6
	Total Intake	1,598	538	4	0	2	1	5	1	1	14	2,150

OUTCOME <i>(city and county)</i>	Admin Missing											
Foster-Escaped	1	0	0	0	0	0	0	0	0	0	0	1
Foster-Lost Contact	1	0	0	0	0	0	0	0	0	0	0	1
Foster-Stolen From	0	0	0	0	0	0	0	0	0	0	0	0
FTA-Escaped	0	0	0	0	0	0	0	0	0	0	0	0
FTA-Lost Contact	0	0	0	0	0	0	0	0	0	0	0	0
FTA-Stolen From	0	0	0	0	0	0	0	0	0	0	0	0
FTA-Gave Away	0	0	0	0	0	0	0	0	0	0	0	0
Offsite-Escaped	0	0	0	0	0	0	0	0	0	0	0	0
Offsite-Missing	0	0	0	0	0	0	0	0	0	0	0	0
Offsite-Stolen From	0	0	0	0	0	0	0	0	0	0	0	0
Shelter-Escaped	0	0	0	0	0	0	0	0	0	0	0	0
Shelter-Missing	0	0	0	0	0	0	0	0	0	0	0	0
Shelter-Stolen From	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Admin Missing	2	0	0	0	0	0	0	0	0	0	0	2
Adoptions	346	65	3	0	1	0	3	0	0	0	7	418
Expired in Shelter Care	5	5	0	0	0	0	0	0	0	0	0	10
Expired in Foster Care	0	0	0	0	0	0	0	0	0	0	0	0
DOA	0	0	0	0	0	0	0	0	0	0	0	0
Return to Owner	292	14	1	0	0	0	0	1	0	0	2	308
Transferred Out (Rescues)	443	83	0	0	0	0	1	0	0	0	1	527
Community Cats (TNR)	0	282	0	0	0	0	0	0	0	0	0	282
Wildlife Release	0	0	0	0	0	0	0	0	0	0	0	0
Owner Request Euthanasia	138	18	0	0	1	1	0	0	0	0	2	158
Euthanized												
Behavior - Aggressive - Dog	57	0	0	0	0	0	0	0	0	0	0	57
Behavior - Aggressive - Other Animals	2	0	0	0	0	0	0	0	0	0	0	2
Behavior - Aggressive - People	29	0	0	0	0	0	0	0	0	0	0	29
Behavior - Feral	4	8	0	0	0	0	0	0	0	0	0	12
Behavior - High Arousal Level	0	0	0	0	0	0	0	0	0	0	0	0
Behavior - Problem Eliminator	0	0	0	0	0	0	0	0	0	0	0	0
Behavior - Resources Guarding	1	0	0	0	0	0	0	0	0	0	0	1
Behavior - Timid	3	0	0	0	0	0	0	0	0	0	0	3
Behavior - Timid - Fear Biter	47	2	0	0	0	0	0	0	0	0	0	49
Court Order	1	0	0	0	0	0	0	0	0	0	0	1
Medical - Distemper Suspect - Resp/GI	0	0	0	0	0	0	0	0	0	0	0	0
Medical - Distemper - Exposed	0	0	0	0	0	0	0	0	0	0	0	0
Medical - Distemper - TX	0	0	0	0	0	0	0	0	0	0	0	0
Medical - Distemper - Non TX	0	0	0	0	0	0	0	0	0	0	0	0
Medical - Failure of Vital Function	0	0	0	0	0	0	0	0	0	0	0	0
Medical - Failure To Thrive	9	13	0	0	0	0	0	0	0	0	0	22
Medical - Felv	0	0	0	0	0	0	0	0	0	0	0	0
Medical - FIV	0	0	0	0	0	0	0	0	0	0	0	0
Medical - General	38	19	0	0	1	0	0	0	0	0	1	58
Medical - Geriatric	8	0	0	0	0	0	0	0	0	0	0	8
Medical - HW Positive - TX	0	0	0	0	0	0	0	0	0	0	0	0
Medical - HW Positive - Non TX	28	0	0	0	0	0	0	0	0	0	0	28
Medical - Mange - TX	0	0	0	0	0	0	0	0	0	0	0	0

	Medical - Mange - Non TX	0	0	0	0	0	0	0	0	0	0	0
	Medical - Mass	0	0	0	0	0	0	0	0	0	0	0
	Medical - Neurological	0	0	0	0	0	0	0	0	0	0	0
	Medical - Organ Failure	0	0	0	0	0	0	0	0	0	0	0
	Medical - Parvo - Exposed	2	0	0	0	0	0	0	0	0	0	2
	Medical - Parvo - TX	0	0	0	0	0	0	0	0	0	0	0
	Medical - Parvo - Non TX	17	0	0	0	0	0	0	0	0	0	17
	Medical - Pregnant	0	0	0	0	0	0	0	0	0	0	0
	Medical - Prolapse	0	0	0	0	0	0	0	0	0	0	0
	Medical - Respiratory Signs - TX	0	0	0	0	0	0	0	0	0	0	0
	Medical - Respiratory Signs - Non TX	28	8	0	0	0	0	0	0	0	0	36
	Medical - Ringworm	2	2	0	0	0	0	0	0	0	0	4
	Offsite Euthanasia	0	0	0	0	0	0	0	0	0	0	0
	Rabies Suspect - General	0	0	0	0	0	0	0	0	0	0	0
	Rabies Suspect - Injured	0	0	0	0	0	0	0	0	0	0	0
	Rabies Suspect - Sick/Symptomatic	0	0	0	0	0	0	0	0	0	0	0
	Rabies Suspect - Wildlife	0	0	0	0	0	0	0	0	0	0	0
	Severe Injuries - Animal Attack	2	0	0	0	0	0	0	0	0	0	2
	Severe Injuries - General	6	12	1	0	0	0	2	0	0	3	21
	Severe Injuries - Hit By Car	7	1	0	0	0	0	0	0	0	0	8
	Space - Behavior	89	0	0	0	0	0	0	0	0	0	89
	Space - General	9	0	0	0	0	0	0	0	0	0	9
	Space - Medical	37	0	0	0	0	0	0	0	0	0	37
	Wildlife - Nuisance	0	0	0	0	0	0	0	0	0	0	0
	Subtotal Euthanized	426	65	1	0	1	0	2	0	0	4	495
	Euthanasia Rate	26.7%	12.1%	25.0%	na	50.0%	na	40.0%	na	na	28.6%	23.0%
	Total Outcome	1,650	532	5	0	3	1	6	1	0	16	2,200
Grand Total	Intake*	1,598	538	4	0	2	1	5	1	1	14	2,150
	Outcome*	1,650	532	5	0	3	1	6	1	0	16	2,200
Statistics	Live Release Rate	71.7%	87.2%	80.0%	na	50.0%	#DIV/0!	66.7%	100.0%	na	71.4%	75.7%
	Euthanized, Expired in Care, DOA	431	70	1	0	1	0	2	0	0	4	505
	Average Intake/day	17.6	5.9	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.2	23.6
	Average Outcome/day	18.1	5.8	0.1	0.0	0.0	0.0	0.1	0.0	0.0	0.2	24.2
	Average Euthanizations/day	4.7	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.4
	Average RTO/day	3.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.4
	Average Adoptions/day	3.8	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	4.6



MEMORANDUM

To: Animal Services Center of Mesilla Valley Board of Supervisors

From: Joshua Saffell, Accounting Supervisor

Initials: JS

Date: April 10, 2025

Subject: Animal Services Center of the Mesilla Valley (ASCMV)
Financial Report for March 31, 2025 – Unaudited

Attached are the unaudited financial results of the Animal Services Center operations for the period ended March 31, 2025. Key observations include:

Statement of Net Position (Page 1):

- Cash in the General Fund stands at \$1,099,001 contributing to total assets of \$1,101,251.
- Revenue collected in advance from grants was reported at \$67,347, resulting in total liabilities of \$204,114.
- The unassigned fund balance ended at \$897,137.

Statement of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual (Page 2):

- Budget Parameter for the period was 75.0%.
- Year-to-date (YTD) operating revenues in the General Fund were \$3,752,448 which was 76.1% of budget.
- YTD operating expenditures ended at \$3,407,047 or 69.1% of the budget.
- The net change in fund balance for the period was \$345,401.



Revenues

- Operating revenues were at 76.1% primarily due to the initial 22.0% contribution from Dona Ana County and the City of Las Cruces, as outlined in the Joint Powers Agreement (JPA).
- Revenues that did not meet the 75.0% budget target included the following:
 - o Vaccinations
 - o Pet micro-chipping
 - o Return-to-owner fees
 - o Spay/neuter
 - o City of Las Cruces
 - o City of Anthony
 - o Donations & Memorials
 - o Grant revenue
 - o City of Sunland Park
 - o Village of Hatch
 - o Animal Shelter Services

Expenditures

- Other than repairs and maintenance, all expenditures were below the 75.0% parameter.

Grants

- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

Thank you for your continued support and dedication to the ASCMV.

Cc Josie Trevino, Comptroller
Cc Lesley Doyle, Director of Finance

Initials: Jt
Initials: LD
Lesley Doyle

Agenda Item #5.4.

**Animal Services Center of the Mesilla Valley
Statement of Net Position
March 31, 2025 (Unaudited)**

	<u>Fund 7440</u> <u>General Fund</u>	<u>Fund 7441</u> <u>Capital Projects</u>	<u>Fund 9440</u> <u>Capital Assets</u>	<u>Statement</u> <u>of</u> <u>Net Position</u>
Assets				
Current assets				
Pooled cash & investments	\$ 1,099,001	\$ 28,012	\$ -	\$ 1,127,013
Accounts receivable	2,250	-	-	2,250
Total current assets	<u>1,101,251</u>	<u>28,012</u>	<u>-</u>	<u>1,129,263</u>
Capital assets				
Equipment, net	-	-	262,997	262,997
Total assets	<u>1,101,251</u>	<u>28,012</u>	<u>262,997</u>	<u>1,392,260</u>
Liabilities				
Current liabilities				
Accounts payable	-	-	-	-
Accrued payroll and other	136,767	-	-	136,767
Revenue collected in advance	67,347	-	-	67,347
Total current liabilities	<u>204,114</u>	<u>-</u>	<u>-</u>	<u>204,114</u>
Fund balance/Net position				
Restricted	-	28,012	-	28,012
Unassigned	897,137	-	262,997	1,160,134
Total Fund balance/Net position	<u>897,137</u>	<u>28,012</u>	<u>262,997</u>	<u>1,188,146</u>
Total Liabilities and Fund Balance	<u>\$ 1,101,251</u>	<u>\$ 28,012</u>	<u>\$ 262,997</u>	<u>\$ 1,392,260</u>

**Animal Services Center of the Mesilla Valley
General Fund Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
For the Period Ended March 31, 2025 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Revenues:			
Vaccinations	\$ 40,000	\$ 25,998	65.0%
Pet micro-chip	20,000	10,556	52.8%
Onsite adoptions	110,000	101,787	92.5%
Return to owner-DAC	15,800	7,715	48.8%
Return to owner-CLC	25,800	15,343	59.5%
Spay/neuter	65,000	46,454	71.5%
Dona Ana County	2,220,136	1,747,853	78.7%
City of Las Cruces	2,220,136	1,612,479	72.6%
City of Anthony	8,000	5,700	71.3%
Donations & memorials	40,000	28,111	70.3%
Grant revenue	136,154	72,207	53.0%
City of Sunland Park	2,658	3,700	139.2%
Village of Hatch	300	-	0.0%
Animal Shelter Services	12,000	7,430	61.9%
Investment income	-	39,051	-
Other revenue	15,909	28,064	176.4%
Total revenues	4,931,893	3,752,448	76.1%
Expenditures:			
Salary	2,579,515	1,875,192	72.7%
Benefits	1,063,970	681,349	64.0%
Temp agency services	2,000	-	0.0%
Repairs and maintenance	40,216	33,740	83.9%
Services	558,966	407,467	72.9%
Supplies	443,736	276,129	62.2%
Insurance	63,200	44,401	70.3%
Travel	18,488	6,681	36.1%
Transportation	19,000	8,712	45.9%
Capital	136,154	72,207	53.0%
Other	6,650	1,169	17.6%
Total expenditures	4,931,895	3,407,047	69.1%
Net change in fund balance	(2)	345,401	
Fund balance- beginning of the year		551,736	
Fund balance- end of current period		\$ 897,137	

BUDGET PARAMETER	75.0%
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**Animal Services Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Executive Director
For the Period Ended March 31, 2025 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	\$ 133,707	93,770	70.1%
Benefits	63,113	41,872	66.3%
Services	500	454	90.8%
Supplies	3,125	1,468	47.0%
Travel	1,488	1,268	85.2%
Capital	136,154	72,207	53.0%
Other	550	24	4.4%
Total expenditures	<u>\$ 338,637</u>	<u>211,063</u>	<u>62.3%</u>

**Animal Services Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Medical Director
For the Period Ended March 31, 2025 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	\$ 737,418	457,881	62.1%
Benefits	264,453	139,677	52.8%
Services	92,900	62,673	67.5%
Supplies	214,542	132,757	61.9%
Travel	13,000	3,103	23.9%
Other	4,000	475	11.9%
Total expenditures	\$ 1,326,313	\$ 796,566	60.1%

**Animal Services Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Kennel Director
For the Period Ended March 31, 2025 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	\$ 1,067,377	846,564	79.3%
Benefits	441,895	304,988	69.0%
Temp agency services	2,000	-	0.0%
Repairs and maintenance	40,216	33,740	83.9%
Services	5,000	3,046	60.9%
Supplies	178,436	114,759	64.3%
Travel	2,500	2,271	90.8%
Transportation	19,000	8,712	45.9%
Other	700	150	21.4%
Total expenditures	<u>\$ 1,757,124</u>	<u>1,314,229</u>	<u>74.8%</u>

**Animal Services Center of the Mesilla Valley
Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual - Administrative Operations
For the Period Ended March 31, 2025 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
Expenditures			
Salary	\$ 641,013	476,737	74.4%
Benefits	294,509	194,796	66.1%
Services	460,566	341,294	74.1%
Supplies	47,633	27,145	57.0%
Travel	1,500	40	2.7%
Other	1,400	520	37.2%
Total expenditures	<u>\$ 1,509,820</u>	<u>\$ 1,084,933</u>	<u>71.9%</u>

**Animal Services Center of the Mesilla Valley
Statement of Revenues, Expenditures,
For the Period Ended March 31, 2025 (Unaudited)**

	General Fund											
	7440 Budget	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	Total	
Revenues												
Vaccinations	\$ 40,000	\$ 755	\$ 916	\$ 480	\$ 7,374	\$ 990	\$ 896	\$ 713	\$ 13,042	\$ 832	\$ 25,998	65.0%
Pet micro-chip	20,000	830	1,020	336	2,270	990	850	1,600	2,350	310	10,556	52.8%
Onsite adoptions	110,000	6,305	14,148	14,220	15,990	11,629	4,775	9,225	13,820	11,675	101,787	92.5%
Return to owner-DAC	15,800	965	1,190	699	940	950	820	471	625	1,055	7,715	48.8%
Return to owner-CLC	25,800	1,905	1,480	899	1,263	1,164	2,022	1,395	2,352	2,863	15,343	59.5%
Spay/neuter	65,000	4,597	7,955	3,196	6,729	8,815	3,875	3,589	4,121	3,577	46,454	71.5%
Dona Ana County	2,220,136	488,430	157,428	157,428	157,427	157,428	157,428	157,428	157,428	157,428	1,747,853	78.7%
City of Las Cruces	2,220,136	450,600	450,601	450,600	(465,496)	145,235	145,235	145,235	145,235	145,234	1,612,479	72.6%
City of Anthony	8,000	-	-	1,500	-	1,400	-	-	-	2,800	5,700	71.3%
Donations & memorials	40,000	3,607	729	1,238	4,072	4,101	7,242	2,669	2,815	1,638	28,111	70.3%
Grant revenue	136,154	-	-	-	-	-	-	72,207	-	-	72,207	-
City of Sunland Park	2,658	-	-	500	-	650	300	-	-	2,250	3,700	139.2%
Village of Hatch	300	-	-	-	-	-	-	-	-	-	-	0.0%
Animal Shelter Services	12,000	1,085	950	775	800	725	875	775	795	650	7,430	61.9%
Investment income	-	2,751	-	12,190	-	9,727	3,689	3,255	3,407	4,032	39,051	100.0%
Other revenue	15,909	3,758	4,188	3,222	3,069	2,569	2,056	2,341	3,503	3,358	28,064	176.4%
Total revenues	4,931,893	965,588	640,605	647,283	(265,562)	343,804	328,007	398,562	345,990	334,344	3,752,448	76.1%
Expenditures												
Salary	2,579,515	\$ 100,129	\$ 294,306	\$ 196,208	\$ 194,804	\$ 202,594	\$ 206,332	\$ 295,703	\$ 195,543	\$ 189,573	\$ 1,875,192	72.7%
Benefits	1,063,970	35,599	107,473	72,005	71,514	73,874	74,911	105,955	70,638	69,381	681,349	64.0%
Temp agency services	2,000	-	-	-	-	-	-	-	-	-	-	0.0%
Repairs and maintenance	40,216	-	935	3,999	609	2,969	2,541	378	21,281	1,028	33,740	83.9%
Services	558,966	29,638	37,234	44,975	56,077	58,345	42,882	51,871	36,659	49,786	407,467	72.9%
Supplies	443,736	-	13,273	62,118	32,000	38,614	15,371	17,263	40,021	57,469	276,129	62.2%
Insurance	63,200	1,696	8,001	3,000	4,724	69,824	(43,756)	912	-	-	44,401	70.3%
Travel	18,488	247	1,796	3,265	721	373	196	83	-	-	6,681	36.1%
Transportation	19,000	-	568	1,627	933	933	1,362	707	1,001	1,581	8,712	45.9%
Capital	136,154	-	-	-	-	-	-	72,207	-	-	72,207	53.0%
Other	6,650	-	-	349	150	360	-	100	210	-	1,169	17.6%
Total expenditures	4,931,895	167,309	463,586	387,546	361,532	447,886	299,839	545,179	365,353	368,818	3,407,047	69.1%
Change in fund balance	\$ (2)	\$ 798,279	\$ 177,019	\$ 259,737	\$ (627,094)	\$ (104,082)	\$ 28,168	\$ (146,617)	\$ (19,363)	\$ (34,474)	\$ 345,401	

**Animal Services Center of the Mesilla Valley
Grants and Donations Schedule
as of March 31, 2025**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7440	74223	Humane Society	\$ 2,400	-	\$ 2,400	Local Grant	Until Spent	Awarded to sponsor ASCMV employees to attend the HSUS Animal Care Expo in New Orleans, LA in April 2023.
7440	74230	PETCO LOVE AWO 2022	\$ 75,000	48,846	\$ 26,154	Local Grant	Until Spent	Petco Love 2022 Animal Welfare Organization (AWO) grant cycle award to be used for any lifesaving purpose.
7440	74240	PETCO LOVE 2023 AWO	\$ 110,000	72,207	\$ 37,793	Local Grant	4/30/2025	AWO Grant award to be used for lifesaving purposes. Focus is to be able to purchase an adoption trailer for off-site adoption events.
7440	Unassigned	Pet Smart Charities	\$ 1,000	-	\$ 1,000	Local Grant	Until Spent	Incentive received for adoptions at PetSmart.

Total \$ 67,347

Signature: Joshua Saffell
Joshua Saffell (Apr 10, 2025 16:43 MDT)
Email: jsaffell@lascruces.gov

Signature: Josie Trevino
Josie Trevino (Apr 11, 2025 07:18 MDT)
Email: jotrevino@lascruces.gov

Signature: Lesley Doyle
Lesley Doyle (Apr 14, 2025 10:26 MDT)
Email: ldoyle@lascruces.gov

ASCMV FINANCIAL STMTS Mar 25

Final Audit Report

2025-04-14

Created:	2025-04-10
By:	Joshua Saffell (jsaffell@las-cruces.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2gOfIciz6DRODikgHBHlcdhCCvd3gKGw

"ASCMV FINANCIAL STMTS Mar 25" History

-  Document created by Joshua Saffell (jsaffell@las-cruces.org)
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Agenda Item #5.4.

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 Agreement completed.

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2025-05

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A		
1st Reading:		Adopted:	April 24, 2025
Drafter:	Michelle Williams	Department:	Administration
Program:	ASCMV	Line of Business:	
Title:	A RESOLUTION ALLOWING FOR A CARRY OVER OF REMAINING GRANT FUNDS FROM FY2024 IN THE AMOUNT OF \$2400 FROM THE HSUS GRANT, AND TO ADJUST THE ADOPTED FY2025 BUDGET.		

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

PURPOSE(S) OF ACTION:
Carry forward the unspent grant funds from HSUS in FY 2023.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
In FY 2023 the ASCMV received grant funds to attend a conference. Due to a clerical error, the funds were not expensed in FY 2023 or FY 2024. The ASCMV requested and was granted permission by HSUS to carry over the funds into FY 2025. This resolution allows the ASCMV to correct the error and expense the funds.

SUPPORT INFORMATION:
[Resolution 2025-05 Exhibit A](#)

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☒ Yes
☐ No

BUDGET / FISCAL IMPACT:
BUDGETED AMOUNT: **AVAILABLE AMOUNT:** \$2400.00 **EXPENDITURE AMOUNT:**
Funding Source(s):
HSUS Animal Care Expo 2023 Grant

Overall Budget Impact:
This will increase the revenues and expenditures by 2400.

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

Agenda Item #7.1.

☒ No

Does this action align with Elevate Las Cruces?

☐ Yes

☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes", This will approve the resolution and will carry over the unspent grant funds
2. Vote "No", This will not approve the resolution and the funds will remain unspent from the FY 2024 budget.
3. Vote to "Amend", This will require direction from the ASCMV Board to staff.
4. Vote to "Table", This could delay expensing the Grant Funds

RESOLUTION 2025-05

A RESOLUTION ALLOWING FOR A CARRY OVER OF REMAINING GRANT FUNDS FROM FY2024 IN THE AMOUNT OF \$2400 FROM THE HSUS GRANT, AND TO ADJUST THE ADOPTED FY2025 BUDGET.

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

WHEREAS in FY23 the ASCMV applied for and received a grant to be used to attend the HSUS Animal Care Expo 2023; and

WHEREAS the funds were not expensed due to a clerical error; and

WHEREAS the ASCMV seeks to carry forward the unspent grant funding to be used in FY2025.

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

(I)

THAT the FY25 adopted budget will be hereby amended as shown in Exhibit "A" attached hereto and made part of this resolution, and is hereby adopted.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY2025 budget for the ASCMV.

(III)

THAT, ASCMV staff be and hereby are authorized to take any action necessary to implement and comply with the budget submitted and approved as part of this resolution.

DONE AND APPROVED this day of

Agenda Item #7.1.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2024-25

Exhibit "A"

	7440 ANIMAL SERVICES CENTER 2024-25			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 599,678	688,239	0	688,239
Revenues				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Internet Sales Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cannabis Excise Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	0	0	0	0
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	4,755,739	4,755,739	0	4,755,739
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	40,000	40,000	0	40,000
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	0	136,154	77,400	213,554
Debt Service	0	0	0	0
Total Revenues	4,795,739	4,931,893	77,400	5,009,293
TOTAL RESOURCES	\$ 5,395,417	5,620,132	77,400	5,697,532
Expenditures				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
Chief Administrative Officer	0	0	0	0
City Manager	0	0	0	0
Legal	0	0	0	0
Las Cruces Police Department	0	0	0	0
Las Cruces Fire Department	0	0	0	0
Utilities	0	0	0	0
Economic Development	0	0	0	0
Internal Audit	0	0	0	0
Assistant City Manager-400	0	0	0	0
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Fleet	0	0	0	0
Assistant City Manager-500	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Quality of Life	0	0	0	0
Public Works	0	0	0	0
ASCMV	4,795,740	4,931,895	77,400	5,009,295
Total Expenditures	\$ 4,795,740	4,931,895	77,400	5,009,295
Other Resources				
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Total Other Resources	\$ 0	0	0	0
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 599,677	688,237	0	688,237



2025-06

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A		
1st Reading:		Adopted:	April 24, 2025
Drafter:	Michelle Williams	Department:	ASCMV
Program:	ASCMV	Line of Business:	
Title:	A RESOLUTION TO AMEND THE RECOMMENDED FY2026 ANNUAL BUDGET FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY PER "EXHIBIT A".		

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

PURPOSE(S) OF ACTION:

To adjust the use of fund balance in the recommended FY2026 annual budget to align with updated funding allocations.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On March 19, 2025, the ASCMV Board of Directors convened to review and approve the proposed FY2026 budget for the ASCMV. Following this approval, City and County representatives conducted a further review and determined that their respective contributions should be adjusted to better align with current budgetary constraints.

As a result, the originally proposed contributions of \$2,534,810 from each entity were reduced to \$2,335,136. To account for the resulting funding gap and meet the total requested budget amount, it was agreed that \$405,675 would be drawn from the ASCMV fund balance, which has the capacity to absorb this amount.

SUPPORT INFORMATION:

[Resolution 2025-06 Exhibit A](#)

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

☒ Yes
☐ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT: 5,514,505 AVAILABLE AMOUNT: EXPENDITURE AMOUNT:

Funding Source(s):

Agenda Item #7.2.

City of Las Cruces
Dona Ana County
ASCMV projected revenues

Overall Budget Impact:

To establish the ASCMV FY2026 annual budget.

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

- ☐ Yes
☒ No

Does this action align with Elevate Las Cruces?

- ☐ Yes
☒ No

OPTIONS / ALTERNATIVES:

- **Vote "Yes"** – Approves the amended proposed budget.
- **Vote "No"** – Does not approve the amended proposed budget.
- **Vote to "Amend"** – Requires direction from the board for further action.
- **Vote to "Table"** – May cause delays in approving the FY2026 budget.

RESOLUTION 2025-06

A RESOLUTION TO AMEND THE RECOMMENDED FY2026 ANNUAL BUDGET FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY PER “EXHIBIT A”.

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

WHEREAS, the ASCMV Board of Directors approved the recommended FY 2026 Annual Budget; and

WHEREAS, an adjustment is necessary for the revenues of the City and County contributions and the Fund Balance; and

WHEREAS, it is in the best interest of the ASCMV for the Board to approve this resolution and the corresponding FY2026 budget as reflected in Exhibit “A”.

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Services Center of the Mesilla Valley:

(I)

THAT the ASCMV’s Fiscal Year 2026 Annual Budget, attached hereto as Exhibit “A” and made part of this resolution, is hereby adopted.

(II)

THAT once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent, for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY2026 budget for the ASCMV.

(II)

THAT ASCMV staff is hereby authorized to take any action necessary to implement and comply with the budget submitted and approved as part of this resolution.

DONE AND APPROVED this day of

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

REVENUE ACCOUNT DESCRIPTION	FY 2026 PROPOSED BUDGET
VACCINATIONS	\$ 40,000
PET MICRO-CHIP	\$ 20,000
ONSITE ADOPTIONS	\$ 110,000
DAC RETURN TO OWNER	\$ 15,800
CLC RETURN TO OWNER	\$ 25,800
SPAY/NEUTER	\$ 65,000
ANIMAL SHELTER SERVICES	\$ 12,000
CITY OF ANTHONY	\$ 7,000
SUNLAND PARK	\$ 2,658
VILLAGE OF HATCH	\$ 300
DONATIONS & MEMORIALS	\$ 40,000
OTHER REVENUE	\$ 25,000
Revenue From Operations	\$ 363,558
DONA ANA COUNTY CONTRIBUTIONS	\$ 2,335,136
CITY OF LAS CRUCES CONTRIBUTIONS	\$ 2,335,136
GRANT REVENUE	\$ 75,000
FUND BALANCE REVENUE	\$ 405,675
TOTAL OPERATING REVENUE	\$ 5,514,505

EXPENSE ACCOUNT DESCRIPTION	FY2026 PROPOSED BUDGET
ADMINISTRATIVE SALARIES	\$ 747,764
CLASSIFIED	\$ 2,153,715
CONTRACT EMPLOYEES	\$ 19,325
STANDBY PAY	\$ 5,259
SCHEDULED OVERTIME	\$ 126,251
FICA MEDICARE	\$ 35,569
FICA SOCIAL SECURITY	\$ 152,088
PERA	\$ 450,519
DENTAL INS	\$ 25,986
HEALTH INS	\$ 369,814
WORKERS COMPENSATION	\$ 851
CELL PHONE STIPEND	\$ 1,424
VEHICLE ALLOWANCE	\$ -
LIFE AND DISABILITY INS	\$ 5,300
RETIREMENT HEALTH CARE INS	\$ 48,803
Subtotal Personnel Services	\$ 4,142,668

SUPPLIES GENERAL	\$	196,136
SOFTWARE	\$	12,027
ADVERTISING	\$	52,000
POSTAGE AND FREIGHT	\$	1,500
AWARDS	\$	875
MEDICAL SUPPLIES	\$	163,770
SAFETY SUPPLIES	\$	4,900
MINOR EQUIPMENT	\$	46,796
SHOP SUPPLIES & MATERIALS	\$	200
UNIFORMS & SAFETY WEAR APPAREL	\$	9,264
ELECTRICITY	\$	58,000
GENERAL UTILITY SERVICES	\$	32,000
TELEPHONE & CELL PHONES	\$	24,500
AUDITING & FINANCIAL SERVICES	\$	15,070
MEDICAL/DRUG TESTING	\$	1,020
MEMBERSHIP & DUES	\$	3,854
PROFESSIONAL/TECHNICAL SERVICES	\$	56,773
TEMP AGENCY SERVICES	\$	-
PURCHASED SERVICES GENERAL	\$	193,308
VEHICLE REPAIR & MAINTENANCE	\$	12,000
FUEL	\$	8,000
MAINTENANCE & REPAIRS	\$	25,000
MAJOR EQUIPMENT	\$	5,800
TRAVEL	\$	18,808
TRANSPORTATION	\$	22,000
REGISTRATION/CONFERENCE FEES	\$	4,723
ADMINISTRATIVE CHARGES	\$	220,000
LIABILITY INSURANCE PREMIUMS	\$	16,000
UNEMPLOYMENT COMPEN PREMIUMS	\$	5,700
WORKERS COMP INS PREMIUMS	\$	28,000
FOOD & BEVERAGE	\$	1,500
BANK FEES	\$	4,500
LICENSES/PERMITS/CERTIFICATION	\$	1,920
AUDIO/MAGAZINE/PERIODICAL/BOOK	\$	250
BUILDING/BUILDING IMPROVEMENTS	\$	-
TUITION REIMBURSEMENT	\$	-
ROLLING EQUIPT	\$	50,645
GRANT FUNDING	\$	75,000
Subtotal Non-Personnel Services	\$	1,371,837
Subtotal Personnel Services	\$	4,142,668
Subtotal Non-Personnel Services	\$	1,371,837
TOTAL EXPENSES	\$	5,514,505



2025-07

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A					
1st Reading:				Adopted:	April 24, 2025	
Drafter:	Michelle Williams			Department:	ASCMV	
Program:	ASCMV			Line of Business:		
Title:	A RESOLUTION TO ACCEPT THE \$25,000 PETSMART CHARITIES TRANSPORT GRANT AND ADJUST THE ADOPTED FY2025 BUDGET ALLOWING THE GRANT.					

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

PURPOSE(S) OF ACTION:

A resolution to accept the \$25,000 PetSmart Charities Transport Grant and amend the adopted FY2025 budget to incorporate the grant funds.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

ASCMV applied for and received the \$25,000 PetSmart Charities Transport Grant. This resolution seeks approval to accept the grant and adjust the adopted FY2025 budget to incorporate the funding. The grant will support transportation efforts for animal rescue, aiding in the organization's mission to improve animal welfare.

SUPPORT INFORMATION:

[Resolution 2025-07 Exhibit A](#)

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

☒ Yes
☐ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT: AVAILABLE AMOUNT: 25,000 EXPENDITURE AMOUNT:

Funding Source(s):
PetSmart Charities Transport Grant

Overall Budget Impact:

Agenda Item #7.3.

Increases revenues and expenses by \$25,000

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

- ☐ Yes
☒ No

Does this action align with Elevate Las Cruces?

- ☐ Yes
☒ No

OPTIONS / ALTERNATIVES:

- **Vote "YES"** – Approves the acceptance of the \$25,000 grant and the budget adjustment.
- **Vote "NO"** – Rejects the acceptance of the \$25,000 grant and the budget adjustment.
- **Vote to "AMEND"** – Requires direction from the board.
- **Vote to "TABLE"** – Delays the decision for additional review or discussion.

RESOLUTION 2025-07

A RESOLUTION TO ACCEPT THE \$25,000 PETSMART CHARITIES TRANSPORT GRANT AND ADJUST THE ADOPTED FY2025 BUDGET ALLOWING THE GRANT.

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

WHEREAS, the ASCMV applied for and is the recipient of a \$25,000 PetSmart Charities Transportation Grant; and

WHEREAS, the funds are to be used to support costs to customize a transport vehicle and to provide needed resources for the ASCMV Rescue program, including education, training, and equipment; and

WHEREAS, a budget adjustment is needed to accept the grant funds.

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Services Center of the Mesilla Valley:

(I)

THAT the FY2025 adopted budget will be hereby amended as shown in Exhibit "A" attached hereto and made part of this resolution and is hereby adopted.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY2025 budget for the ASCMV.

(III)

THAT, ASCMV staff are hereby authorized to take any action necessary to implement and comply with the budget submitted and approved as part of this resolution.

DONE AND APPROVED this day of

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2024-25

Exhibit "A"

	7440 ANIMAL SERVICES CENTER 2024-25			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 599,678	688,239	0	688,239
Revenues				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Internet Sales Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cannabis Excise Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	0	0	0	0
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	4,755,739	4,755,739	0	4,755,739
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	40,000	40,000	0	40,000
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	0	136,154	77,400	213,554
Debt Service	0	0	0	0
Total Revenues	4,795,739	4,931,893	77,400	5,009,293
TOTAL RESOURCES	\$ 5,395,417	5,620,132	77,400	5,697,532
Expenditures				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
Chief Administrative Officer	0	0	0	0
City Manager	0	0	0	0
Legal	0	0	0	0
Las Cruces Police Department	0	0	0	0
Las Cruces Fire Department	0	0	0	0
Utilities	0	0	0	0
Economic Development	0	0	0	0
Internal Audit	0	0	0	0
Assistant City Manager-400	0	0	0	0
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Fleet	0	0	0	0
Assistant City Manager-500	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Quality of Life	0	0	0	0
Public Works	0	0	0	0
ASCMV	4,795,740	4,931,895	77,400	5,009,295
Total Expenditures	\$ 4,795,740	4,931,895	77,400	5,009,295
Other Resources				
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Total Other Resources	\$ 0	0	0	0
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 599,677	688,237	0	688,237



2025-08

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A		
1st Reading:		Adopted:	April 24, 2025
Drafter:	Michelle Williams	Department:	ASCMV
Program:	ASCMV	Line of Business:	
Title:	A RESOLUTION TO ACCEPT THE \$50,000 PETCO MEDICAL FACILITY GRANT AND ADJUST THE ADOPTED FY2025 BUDGET ALLOWING THE GRANT.		

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

PURPOSE(S) OF ACTION:
A RESOLUTION TO ACCEPT THE \$50,000 PETCO MEDICAL FACILITY GRANT AND ADJUST THE ADOPTED FY2025 BUDGET ALLOWING THE GRANT.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
The Animal Services Center of the Mesilla Valley (ASCMV) applied for and was awarded the \$50,000 Petco Medical Facility Grant. This resolution seeks approval to formally accept the grant and amend the adopted FY2025 budget to reflect the additional funding. The grant will be used to support critical renovations to the ASCMV Medical Facility, including but not limited to, convert the cat room into a medical surgical suite to provide animal sterilization services.

SUPPORT INFORMATION:
[Resolution 2025-06 Exhibit A](#)

PLAN(S):
None

DOES THIS AMEND THE BUDGET?:
☒ Yes
☐ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT:	AVAILABLE AMOUNT: 50,000	EXPENDITURE AMOUNT:
Funding Source(s): Petco Medical Facility Grant		

Overall Budget Impact:
Will increase revenues and expenses by \$50,000

Agenda Item #7.4.

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

☐ Yes

☒ No

Does this action align with Elevate Las Cruces?

☐ Yes

☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the acceptance of the \$50,000 grant and the budget adjustment.
2. Vote "No"; this will reject the acceptance of the \$50,000 grant and the budget adjustment.
3. Vote to "Amend"; this will requires direction from the board
4. Vote to "Table"; this will delay the decision for additional review or discussion.

RESOLUTION 2025-08

A RESOLUTION TO ACCEPT THE \$50,000 PETCO MEDICAL FACILITY GRANT AND ADJUST THE ADOPTED FY2025 BUDGET ALLOWING THE GRANT.

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

WHEREAS, the ASCMV applied for and is the recipient of a \$50,000 Petco Medical Facility Grant; and

WHEREAS, these funds will support renovations to the ASCMV Medical Facility and provide resources for animal sterilizations; and

WHEREAS, a budget adjustment is needed to accept the grant funds.

NOW, THEREFORE, be it resolved by the Board of Directors for the Animal Services Center of the Mesilla Valley:

(I)

THAT the FY2025 adopted budget will be hereby amended as shown in Exhibit "A" attached hereto and made part of this resolution and is hereby adopted.

(II)

THAT once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY2025 budget for the ASCMV.

(III)

THAT ASCMV staff are hereby authorized to take any action necessary to implement and comply with the budget submitted and approved as part of this resolution.

DONE AND APPROVED this day of

Agenda Item #7.4.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2024-25

Exhibit "A"

	7440 ANIMAL SERVICES CENTER 2024-25			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 599,678	688,239	0	688,239
Revenues				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Internet Sales Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cannabis Excise Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	0	0	0	0
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	4,755,739	4,755,739	0	4,755,739
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	40,000	40,000	0	40,000
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	0	136,154	77,400	213,554
Debt Service	0	0	0	0
Total Revenues	4,795,739	4,931,893	77,400	5,009,293
TOTAL RESOURCES	\$ 5,395,417	5,620,132	77,400	5,697,532
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Utilities	0	0	0	0
Economic Development	0	0	0	0
Internal Audit	0	0	0	0
Assistant City Manager-400	0	0	0	0
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Fleet	0	0	0	0
Assistant City Manager-500	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Quality of Life	0	0	0	0
Public Works	0	0	0	0
ASCMV	4,795,740	4,931,895	77,400	5,009,295
Total Expenditures	\$ 4,795,740	4,931,895	77,400	5,009,295
Other Resources				
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Total Other Resources	\$ 0	0	0	0
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 599,677	688,237	0	688,237