



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

700 N. Main St.
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**Board of Directors Meeting
Thursday, October 22, 2026 at 9:00 AM**

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

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Agenda Item #4.1.

ANIMAL SERVICE CENTER OF MESILLA VALLEY July 23, 2026 at 9:00 a.m.

BOARD MEMBERS PRESENT:

Manuel Sanchez - Chairperson
Gennifer Gates - Vice-Chair
Angela Buehling Garner - Board Member
Becky Corran - Board Member
Michael Harris - Board Member
Patrick Peck - Board Member
Christopher Schaljo-Hernandez – Board Member
Mary Lou Ward - Ex-Officio Member

BOARD MEMBERS ABSENT:

Sonya Delgado - Ex-Officio Member

1. **Call to Order & Pledge of Allegiance (9:00 a.m.):** Chair Sanchez called the meeting to order.

ALL STAND FOR THE PLEDGE OF ALLEGIANCE

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

3. **Read Closed Meeting Statement:** The ASCMV met in closed session on June 23, 2026 which began at 10:29 a.m. and included in person Councilor Becky Corran, Councilor Michael Harris, Board Member Patrick Peck, Ex-Officio Member Mary Lou Ward, Ex-Officio Member Sonya Delgado, Executive Director Stephanie Lewis, and Benjamin Young from Mynatt Springer, PC, online was Vice-Chair Gennifer Gates, Chair Manuel Sanchez, and Commissioner Christopher Schaljo-Hernandez. With the session concluding at 11:27 a.m. The only thing discussed at that time was the items noted in the agenda item for the closed session.

4. **Acceptance of the Agenda:** Motion by Board Member Schaljo-Hernandez, second by Board Member Peck. Motion passed unanimously.

5. **Minutes for Approval**

5.1 Approval of the Minutes from the ASCMV Board of Directors Quarterly Meeting held on April 23, 2026: Motion by Board Member Schaljo-Hernandez, second by Board Member Peck. Motion passed, Board Member Corran abstain.

6. **Reports/Presentations**

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6.1 Dr. Elizabeth Carver from Mesquite Animal Vaccination Clinic: Dr. Carver thanked the board. Before she went to veterinary school she was an animal control officer for the city of Las Cruces for five years. She saw a need in the community for affordable vaccinations and for a mobile clinic. There are many reasons people cannot get their animals for vaccinations. She opened her mobile vaccination clinic in 2003. Within a month she realized the mission statement was not affordable vaccinations, it was education. We don't vaccinate animals against rabies because it is the law, we vaccinate because rabies kills people too. In the world approximately 60,000 people die of rabies. In America we have a lower amount as we keep our animals vaccinated. Keeping the animal population healthy and keeping the environment healthy also helps keep people healthy. She has done a lot of research on rabies. Restraint of animals came about originally for the control of rabies. Now it helps us reduce the automobile accidents and injuries to people and animals. Distemper (moquillo in Spanish) is a very, very nasty disease. Starts as upper respiratory, then goes neurologic, usually end up dying with seizures. It is carried by canids, mustelids, and elephants. They work very closely with SNAP to decrease the unwanted animals. They are trying to keep the animal population healthy. The vaccinations in puppies start when the puppies are six weeks old. Distemper/parvo and Strongid (dewormer). Nine weeks for distemper, parvo, 12 weeks distemper/parvo, and rabies. Rabies is required in the state of New Mexico at the age of three months and every year thereafter. Fifteen week rabies and distemper/parvo and a graduation gift. Also do home euthanasia where the pet and owner are most comfortable. Since the clinic began they have seen many changes, less parvo, less distemper. Vaccinated around 6,000 dogs and cats for rabies every year. There are fewer unwanted litters of dogs and cats. She has the best clients and the funniest patients in the world.

Board Member Corran thanked Dr. Carver. She knows many people that Dr. Carver has helped. She stated Dr. Carver is a powerful person making a huge difference in the community. Chair Sanchez also was greatly thankful for all Dr. Carver's work.

6.2 City and County ACO Reports - City and County Animal Control: Brian Hulsey, Case Worker for Doña Ana Animal Control giving the report for April through June. Stray animals they had 695, picked up 534, of the 534 they picked up 243 stray cats and 291 stray dogs. There were 48 sick/injured animals, 35 cats, 13 dogs. There were 38 owner surrender, one cat, and 37 dogs. The stray animal four year comparison was shared. They are lower for April, May, and June than in previous years. Four year field return to owner, April there were 26, May there were 11, and June they had 26. Additional animals picked up, one owner surrender cat, 37 owner surrender dogs, 48 sick and injured, 16 welfare holds. Neglect,

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1 abuse, and cruelty had two cases bringing over 20-plus dogs for both
2 cases and in the process of court. Thirty-three shelter quarantines, nine
3 home quarantines, two court hold quarantine cases. There were 38
4 animals currently being held as live evidence. There were zero rabies
5 submissions. Seventy-four diverted intakes. For education for the three
6 months there were 1,010. Total calls were 1,964. Animals picked up by
7 district, District 1 had 26 animals, District 2 had 83 animals, District 3 had
8 79 animals, District 4 had 139, District 5 had 76, District 6 had 49, and
9 District 7 had 82. There was a rise in cats as people started trapping cats
10 again. For dogs District 4 is usually the biggest area but had a spike in
11 District 7 which is the Chaparral area. Owner surrender had three for
12 vicious and/or dangerous, four aggressive, one unable to keep on the
13 property, five were sick and injured, one for behavior, nine unable to care
14 for them, one unable to handle, six for lifestyle changes, five the landlord
15 did not allow, two they were moving, one was working too much and could
16 not keep the animal. Dr. McKenzie stated they started up their
17 spay/neuter program for the unincorporated portions of Doña Ana County.
18 They started doing surgeries about a month ago with the RV at their
19 facility, but now this week they took the RV out to Organ. They will be at
20 La Mesa next week. Third will be Doña Ana two weeks from now. They
21 are currently still working out some issues. They are hoping to put
22 together a one year schedule in about a month. This will include going out
23 every week to do spay/neuter. They have a computer program that allows
24 the community register for the surgeries. They are getting positive
25 feedback from the community. They appreciate their partners, SNAP and
26 the Animal Shelter.

27
28 Ex-Officio Member Ward thanked Dr. McKenzie for her hard work to get
29 the program up and going. Board Member Gates asked for numbers to be
30 shared. Dr. McKenzie stated there are plans for a report. Board Member
31 Corran thanked for the chip event at City Hall. Chair Sanchez thanked
32 Mary Lou Ward and Dr. McKenzie.

33
34 Gino Jimenez started they responded to 1,206 strays, of those 482 were
35 GOA (gone on arrival). Apprehended 724 animals, 652 were taken to the
36 Animal Service Center. Able to field RTO 122 animals, with 35 attempted.
37 This year they have reported 2,392 stray calls. Peak Performance is 65%
38 of reported strays secure, that goal was not met, however close at 57%.
39 Three year field RTO comparison, for the year 272 animals have been
40 returned to their owner. Second Peak Performance is 25% of all strays
41 that have some identification be return to the owner, they are at 20%.
42 Third Peak Performance, 10% reduction of stray animal bites, and they
43 are at 43% for the year so far. Fourth Peak Performance is 10% reduction
44 in owner victim bites, successful at 11%. Community cats, so far they
45 have responded to 425 cat in trap calls, and 73 were community cats that
46 had already been released previously. Reasons unable to field RTO, 14

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dogs no contact by phone or at the residence, five chips not updated, three dogs the owners were out of town, two the owners were at work and said they would reclaim their animal from the Animal Service Center, one dog had a chip with address in Anthony, New Mexico, one dog the chip was not registered, one dog owners would reclaim at the Animal Services Center. Reasons for owner release, 14 for the dogs not being able to be cared for, eight dogs for aggression, eight cats for unable to care for, eight dogs for behavioral issues, five dogs the landlords did not allow, three cats for being sick, two dogs injured, two dogs for old age which one was euthanasia request, one dog the owner was evicted and could not care for, one dog for sick parvo, one cat not compatible with the other pets, one dog unable to keep confined, one cat for behavioral issues, one cat the landlord did not allow, one dog the owner no longer wanted, one cat unable to care for. The monthly calls for service, in April responded to 1,132 calls, in May 1,167, and in June 1,263. Grand total for the year of 6,596 calls.

Board Member Harris asked on the performance metric are owner bites and what can be done, and what are we trying to do about that. And then if it is not measurable maybe it should not be in the performance metric. Gino Jimenez stated that Peak Performance was about 10 years ago. And since then the city has gone to strategic planning reporting. The four measures were something that the ACO felt they needed to report to Council and to the citizens to show that where most of the call they were responding to. In metric number four they have no influence, nothing that Animal Control can do, except to educate. Board Member Gates stated even if those measures go away she thinks the numbers are valuable. Gino Jimenez stated this is a number they can continue to use and be more proactive.

6.3 Shelter Statistics/Activities - Executive Director of ASCMV Stephanie Lewis: Stephanie Lewis stated this quarter they had 2,668 live intakes into the facility. They achieved 80.3% live release rate. Total outcome was 2,424 and ended the quarter with 140 more animals than when they started. Length of stay for dogs is 30 days, and cats are nine days. There are areas they are watching right now, the New World screwworm. To help with that the Bissel Foundation is actually donating a substantial amount of preventive to the ASCMV. And expect to receive that in the next couple of weeks and giving it to TNR cats released. Continuation of kitten season. The City of Anthony changed their TNR ordinance and are no longer releasing TNR animals. This means when they are trapped ASCMV is receiving the animals which is increasing the number of cats. This quarter they brought in 1,324 dogs which is a good decrease from last year. Cat numbers are 1,315. Overall still bringing in less animals than last year. Year to date bringing in less dogs, and more cats. Most of the increase in cats was kittens under five-months old. The county

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1 increase was 66 more kittens, and the public brought in 53 more kittens
2 within this past quarter. They were able to get most of those transferred
3 out. The City of Las Cruces is the majority of the intakes followed by
4 Doña Ana County, and then Anthony. Year to date, same statistics. The
5 intake types, 333 owner surrender dogs. The 845 strays and the 1,179
6 stray cats, most came in on traps. The surrender reasons for the dogs
7 and cats was they cannot afford care. She appreciates the community,
8 Dr. Carver, and the county for making efforts to help the community. They
9 are trying with the vaccines as well as the spay/neuter program. Lifestyle
10 changes is another for dogs. Length of stay has decreased for dogs nine
11 does not seem like much for a dog, and for the amount of time in the
12 shelter that is a significant number. This increases turnover and allows
13 animals to get out faster and allows euthanasia rate to go down. This is
14 the same for cats. There were 754 transports out of the shelter, which is
15 double from last year. Liz and Amy, the rescue coordinators, are doing
16 great. Many thanks to transfer partners in and outside of the community.
17 Behavioral euthanasia reasons, 20 dogs were being aggressive to other
18 animals, 164 euthanasia for space dogs that are timid, fearful, growly.
19 Medical, there has been an increase in parvo confirmations. Cats, failure
20 to thrive is the largest one. Live release rate dogs up to 78.6%, cats
21 82.4% which is an amazing number in the middle of kitten season. Total
22 is 80.3% live release rate. Surgeries, still increasing. Did 140 shelter and
23 foster surgeries. Did 310 adoptions surgeries. Did 238 others, low cost
24 public surgeries, rescue surgeries. They received a grant to expand the
25 surgical facilities, so will eventually have two surgical tables. Visitors have
26 substantially gone up. Monthly states for social media are right on track.
27 Had some spikes in Instagram and in Facebook in May, but now back to
28 normal level. They are trying to put on more of what the shelter needs,
29 what they are doing in the shelter, and the benefits of the services
30 provided. Most of their referrals come, 28 from Doña Ana Humane
31 Society, City's website, Best Friends, and also some own link. People
32 looking for lost pets, looking for drive-thru vaccine clinic. Next drive-thru
33 vaccine clinic will be in October. And also looking for at risk animals.
34 Volunteer program is going strong. There was a drop in May but are now
35 back in June with 117 volunteers. Average about 30 new volunteers a
36 month. Still getting over 1,000 hours of volunteer work a month. Also
37 trying to expand playgroups now into at least three-four days a week
38 instead of just one day a week and using volunteers for that as well.
39 Foster program did 244 animals in June. Last year in June they did 170.
40 Most of the fosters are cats. Upcoming events, always at the Farmers
41 Market every Wednesday. Have the Fashion for Hearts fashion show
42 coming up August 1st. At Petco, at the Park Place Apartments, at
43 PetSmart. In September they will do the Ft. Seldon Barks and Brews.
44 Various pictures were shown.
45

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Board Member Peck asked about doing an educational program prior to kitten season. Stephanie Lewis stated It is on the plan. They are looking at education programs to get into the community. They are trying to increase the social media and advertising. She does want to partner with other agencies. Board Member Harris mentioned the City of Anthony new TNR ordinance. He asked about how many extra animals we are seeing compared to the past. Stephanie Lewis stated she expects between 60-100. This last quarter 30 were received. Board Member Harris has seen ASCMV social media expanding. Board Member Gates mentioned that some shelters do a highly adoptable list, maybe we can add this. Board Member Corran thanked for the chip event being a success. Stephanie Lewis thanked Dr. McKenzie. Chair Sanchez stated as the calendar is being developed for the mobile clinic, the areas that have the most calls for strays and pick ups might be the best points to start. He mentioned the county and city communications departments did some great collaborations over the 4th of July, and it would be nice to continue the collaborations.

6.4 Committee Reports

Finance - Patrick Peck, Committee Chair: He became chair of this committee last week. They have been meeting regularly for the last 18 months. Things are in pretty good shape. He thanked everyone that has attended.

Amelia Corrales, Admin Operations Manager for ASCMV. She thanked Kaden, the accountant and Josh for putting together the presentation. Statement of net position, current assets total \$1,918,399, total liabilities are \$429,008, total fund balance is \$1,489,391, so total liabilities and fund balance of \$1,918,399. Statement of revenues and expenses, actuals for revenues \$5,179,179. Total expenditures was \$4,767,995. Change in net position was \$411,184. Fund balance end of current period is \$1,149,643. Executive Director, total expenditures are \$195,524 which is 81% of the total budget. Medical Director, actuals \$1,203,514 which is 77.8% of the budget. Kennel Director, actuals \$1,914,498 which is 95.9% of the budget. Administrative Operations, actuals \$1,454,459 which is 82.8% of the budget. Showed the grants; NMBV grant that end date is October 26th \$50,000, so remaining balance is \$16,679. They are actively spending this grant down. Petco Transport grant has a remaining balance of \$17,817, some of these funds were used to purchase the new transport van, and the remaining funds will be to put kennels in the new van. Also received \$125,000 grant this will be with the Petco Medical Facility grant and this will be for the medical facility update.

Board Member Harris asked about being under budget in salaries, in the medical area. Amelia Corrales stated they were unable to hire a vet the

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first three months of the fiscal year. Now they have a medical director and a vet also. They have also had vacancies; vet assistants and are hiring now. Chair Sanchez appreciated the information on spending the grants.

Executive - Manuel Sanchez, Committee Chair: They have had a couple of meetings since ASCMV last met. Discussed the unfortunate break-in to the ASCMV and that being investigated by the police. Talked about the upcoming microchipping events. And some of the challenges that Stephanie and staff are working on in keeping up with spay and neuter, and trying to expand the services at ASCMV. Update on kitten season. Also talked about the flyer for new move-ins and some more education. Updating microchips when moving might be a future discussion for the board.

Facilities - Mary Lou Ward, Committee Chair: They met a couple of times and discussed several issues. One was the door locks in the pods, having some issues but were being worked on. EV parking, working on getting that taken care of and updates for the charging stations. ADA ramp is being worked on. The play yard/pond area was closed. Water retention area that was used for allowing for standing water. This month discussions on parking area for the Tesla(s) that are coming in and cameras, Apex is coming in and provide some quotes. They are going to get a blanket P.O. for this fiscal year and schedule. The medical lobby is now open and ADA compliant.

7. Discussion Items:

None.

8. Action Items:

8.1 A resolution authorizing the Animal Services Center of the Mesilla Valley (ASCMV) to amend its adopted fiscal year 2027 budget due to changes in revenue: This is the amendment to adjust for the additional contribution from the county. Original discussions the city and county were equal. After review for the county budget they decided to keep their contributions the same, so just raising that to reflect that amount. Also to lower the microchip revenue as they are going to free microchipping.

Motion by Board Member Schaljo-Hernandez, second by Board Member Corran. Motion passed unanimously.

8.2 A resolution authorizing the Animal Services Center of the Mesilla Valley (ASCMV) to accept grant awards and to amend the adopted fiscal year 2027 annual budget: Stephanie Lewis stated this is for two grants received, one for \$2,000 from Best Friends Animal Society for the

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1 increase in the foster numbers between last June and this June. This will
2 be for incubators for the foster or for neonate intake kittens. The other
3 one is for \$10,000 from the ASPCA for the program called The Rescue
4 Effect. It will allow funds to be put to help get animals ready for adoption
5 in exchange free and reduced cost adoption events through the month of
6 October. Also participating in Clear the Shelter in August.

7
8 Motion by Board Member Schaljo-Hernandez, second by Board Member
9 Corran. Motion passed unanimously.

10
11 **8.3 A resolution to accept the updated mission, and vision statement as**
12 **well as the organizational values:** Stephanie Lewis stated when she
13 was hired she went through the JPA and the existing Mission Statement
14 and the programs already offering the community. The previous mission
15 statement was geared towards sheltering. First and foremost they are an
16 animal shelter, but they have taken on the role via the JPA and the
17 community to take on more of a community service role in providing the
18 vaccine clinics and low cost spay/neuter. The mission statement did not
19 reflect that. Added in that they are going to deliver programs that support
20 responsible pet ownership and long-term positive outcomes. Also
21 included a vision statement. Everyone envisions an animal friendly
22 community that helps pet owners and other organizations. The visions
23 statement is "A humane connected community where pets are supported,
24 families have access to resource, and every animal has the best possible
25 opportunity for safety, care, and positive outcomes." With the work that
26 the county is helping with, Dr. Carver helps with, SNAP, APA, and all the
27 other organizations and transport partners that they are all coming
28 together as a community to help the animals. The mission statement "The
29 Animal Services Center of the Mesilla Valley provides safe, humane care
30 for animals in need and leads efforts to reduce animal homelessness
31 across Doña Ana County and its municipalities. We reunite pets with their
32 families, create pathways to replacement, and deliver programs that
33 support responsible pet ownership and long term positive outcome."

34
35 Motion by Board Member Schaljo-Hernandez, second by Board Member
36 Corran. Motion passed unanimously.

37
38 **9. Public Input:** Dina D'Argo with Animal Protection New Mexico. They launched
39 their booth at the Farmers Market last month. It was brought to their attention by
40 the Market manager that they have an ongoing problem with people trying to sell
41 live animals. After meeting with City Animal Control she created a file that they
42 can print and use for signage at all the entrances. This file is available to anyone
43 who requests it. She will do for other Chapter 7 ordinances as well. Also she
44 wanted to say how amazing it is to see that spay/neuter program up and running.
45 Copies of the flier will be e-mailed to the board.

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10. **Chair and Board Comments:** Ex-Officio Ward thanked the County Commissioners for the continued support to the spay and neuter program and through the SNAP program. They are being sure all safety measures are being met for everyone.

Board Member Peck stated he wanted to draw attention to the Animal Shelter service staff. That 24 months ago when he got on the board none of the people were here. He gave kudos to all the staff. Continue to drive on the positive and promote the positive.

Board Member Gates stated echoed the comments. Looking forward to the day we become a pillar of animal welfare in the community. Spay/neuter is a big part of that.

Chair Sanchez also echoes the sentiments. He has been on this board since he became a Commissioner, which is seven years. Board members have advocated for how to do things differently. Hopefully some what they are seeing now will move the needle. Figure out how to continue to bring more programs or change things a bit differently in approaching can have significant impact into the communities. The evolution to this point is a welcome change. He had a conversation with the superintendent of the Hatch Valley Public Schools and one thing they have been working on the career pathway for veterinary medicine. The superintendent is trying to figure out how to they could work with the county or the ASCMV with holding animals or some collaboration for their students. Board Member Peck suggested having the person leading that program come and give a presentation.

11. **Adjournment (10:28 p.m.)**

Motion by Board Member Schaljo-Hernandez, second by Board Member Corran. Meeting adjourned.

BOARD OF DIRECTORS

Manuel Sanchez, Chairperson

Gennifer Gates, Vice-Chair

Angelica Buehling Gardner, Board Member

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Becky Corran, Board Member

Michael Harris, Board Member

Patrick Peck, Board Member

Christopher Schaljo-Hernandez, Board
Member

Sonya Delgado, Ex Officio Member

Mary Lou Ward, Ex Officio Member

ATTEST:

Amanda Lopez Askin, County Clerk



ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☒ N/A
1st Reading:	October 22, 2026			Adopted:	October 22, 2026		
Drafter:	Amelia Corrales			Department:	ASCMV		
Title:	A RESOLUTION TO ACCEPT THE \$1,000 BEST FREINDS FOSTER FORWARD GRANT AND ADJUST THE ADOPTED FY2027 BUDGET ALLOWING THE GRANT						

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

PURPOSE(S) OF ACTION:
A resolution to accept the \$1,000 Best Friends Foster Forward Grant and amend the adopted FY2027 budget to incorporate the grant funds.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
ASCMV applied for and received the \$1,000 Best Friends Foster Forward Grant. This resolution seeks approval to accept the grant and adjust the adopted FY2027 budget to incorporate the funding. The grant will support foster efforts.

SUPPORT INFORMATION:
[ASCMV Fund Summary](#)

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☒ Yes
☐ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT:	AVAILABLE AMOUNT: \$1,000	EXPENDITURE AMOUNT:
Funding Source(s): Best Friends Foster Forward Grant		

Overall Budget Impact:
INCREASES REVENUES AND EXPENSES BY \$1,000

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

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☒ No

OPTIONS / ALTERNATIVES:

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

Agenda Item #7.1.

RESOLUTION 26-09

A RESOLUTION TO ACCEPT THE \$1,000 BEST FREINDS FOSTER FORWARD GRANT AND ADJUST THE ADOPTED FY2027 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 \$1,000 Best Friends Foster Forward Grant; and

WHEREAS, the funds are to be used to support foster program costs; 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 FY2027 adopted budget will be hereby amended as shown in Exhibit "A" attached here to 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 FY2027 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 #7.1.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

Agenda Item #7.1.

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2026-27

Exhibit "A"

	7440 ANIMAL SERVICES CENTER 2026-27			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 1,197,787	1,197,787	0	1,197,787
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	4,591,930	4,752,430	0	4,752,430
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	0	0	0	0
Federal Grants	0	0	0	0
State Grants	50,000	50,000	0	50,000
Local Grants	93,054	105,054	1,000	106,054
Debt Service	0	0	0	0
Total Revenues	4,734,984	4,907,484	1,000	4,908,484
TOTAL RESOURCES	\$ 5,932,771	6,105,271	1,000	6,106,271
Expenditures				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
City Manager-300	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
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
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	5,905,273	5,917,273	1,000	5,918,273
Total Expenditures	\$ 5,905,273	5,917,273	1,000	5,918,273
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	\$ 27,498	187,998	0	187,998



ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☒ N/A
1st Reading:	October 22, 2026			Adopted:	October 22, 2026		
Drafter:	Amelia Corrales			Department:	ASCMV		
Title:	A RESOLUTION APPROVING THE 2027 HOLIDAY/CLOSURE SCHEDULE FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY						

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

PURPOSE(S) OF ACTION:
The ASCMV will establish a Holiday/Closure schedule for the 2027 calendar year observed by the Animal Services Center of the Mesilla Valley.

SUPPORT INFORMATION:
[ASCMV 2027 Holiday Schedule](#)

PLAN(S):
None

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☐ Yes
☒ No

Does this action amend the Capital Improvement Plan (CIP)?
☐ Yes
☒ No

- OPTIONS / ALTERNATIVES:**
- 1. Vote "Yes"; this will approve the ASCMV Holiday/Closure schedule.
 - 2. Vote "No"; this will reject the ASCMV Holiday/Closure schedule.
 - 3. Vote to "Amend"; this will require direction from the board
 - 4. Vote to "Table"; this will delay the decision for additional review or discussion.

Agenda Item #7.2.

RESOLUTION 26-10

A RESOLUTION APPROVING THE 2027 HOLIDAY/CLOSURE SCHEDULE FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY

A RESOLUTION APPROVING THE 2027 HOLIDAY/CLOSURE SCHEDULE FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY.

WHEREAS, the ASCMV deems necessary to establish a Holiday/Closure schedule for the 2027 calendar year observed by the Animal Services Center of the Mesilla Valley; and

WHEREAS, the ASCMV deems this schedule to be in the best interest of the public and employees.

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

(I)

THAT the ASCMV Holiday/Closure scheduled is approved as shown in Exhibit "A" hereto attached

(II)

THAT in the event the services of any Animal Services Center of the Mesilla Valley employee(s) is/are necessary on any of the holidays listed, compensation shall be made at the approved holiday rate that has been established.

(III)

THAT ASCMV staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

Agenda Item #7.2.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

ASCMV 2027 HOLIDAY/CLOSURE SCHEDULE

January 1, 2027 through December 31, 2027

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
New Year's Day	Friday, January 1, 2027	Closed
Martin Luther King Jr. Day	Monday, January 18, 2027	Closed
President's Day	Monday, February 15, 2027	Closed
Easter	Sunday, March 28, 2027	Closed
Memorial Day	Monday, May 31, 2027	Closed
Juneteenth Independence Day	Sunday, June 19, 2027	Closed
Independence Day	Sunday July 4, 2027	Closed
Labor Day	Monday, September 6, 2027	Closed
Indigenous Peoples' Day	Monday, October 11, 2027	Closed
Veterans Day	Thursday, November 11, 2027	Closed
Thanksgiving Day	Thursday, November 25, 2027	Closed
Christmas Day	Saturday, December 25, 2027	Closed

FLOATING HOLIDAYS

2-8 hour days for full time employees

2-4 hour days for part time employees

Thanksgiving Holiday	Friday, November 26, 2027	Open
Winter Holiday	Friday, December 24, 2027	Open





ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☒ N/A
1st Reading:	October 22, 2026			Adopted:	October 22, 2026		
Drafter:	Amelia Corrales			Department:	ASCMV		
Title:	A RESOLUTION PROVIDING FOR THE DETERMINATION OF REASONABLE NOTICE OF MEETINGS AND MEETING DATES OF THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS						

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

PURPOSE(S) OF ACTION:
To establish and formalize the method and criteria for providing reasonable public notice of the meeting dates of the Animal Services Center of the Mesilla Valley Board of Directors, in compliance with applicable open meetings laws and to ensure transparency and accessibility for the public.

SUPPORT INFORMATION:
[ASCMV 2027 Board Meeting](#)

PLAN(S):
None

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☐ Yes
☒ No

Does this action amend the Capital Improvement Plan (CIP)?
☐ Yes
☒ No

OPTIONS / ALTERNATIVES:
1. Vote "Yes"; this will approve the establishment and formalization of a method and criteria for providing reasonable public notice of meeting dates of the Animal Services Center of the Mesilla Valley Board of Directors. It will ensure compliance with applicable open meetings laws and enhance transparency and accessibility for the public.
2. Vote "No"; this will approve the establishment and formalization of a method and criteria for providing reasonable public notice of meeting dates of the Animal Services Center of the Mesilla Valley Board of Directors. It will ensure compliance with applicable open meetings laws and enhance transparency and accessibility for the public.

Agenda Item #7.3.

3. Vote to "Amend"; this will this will propose changes to the motion's language or criteria before taking a final vote. This may delay implementation but allows the board to refine the approach to better meet legal requirements or public needs.

4. Vote to "Table"; this will postpone consideration of the motion to a later date. This delays any formal action, potentially leaving the current notice process unclear or inconsistent in the meantime.

Agenda Item #7.3.

RESOLUTION 26-11

A RESOLUTION PROVIDING FOR THE DETERMINATION OF REASONABLE NOTICE OF MEETINGS AND MEETING DATES OF THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

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

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to - 4) states that, except as may be otherwise provided in the Constitution or provisions of the Open Meetings Act, all meetings of quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, House Bill 21 amended the Open Meetings Act to increase the time the public bodies must make a final agenda available from at least 24 hours prior to a meeting to at least 72 hours, except in the case of an emergency; and

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the Board of Directors of the Animal Services Center of the Mesilla Valley to determine annually what constitutes reasonable notice of its public meetings; and

WHEREAS, Section 10-5-1 (F) also requires that agendas be posted on the public bodies' website within the specified time periods if a website is maintained.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Animal Services Center of the Mesilla Valley:

(I)

THAT all meetings shall be held at the City of Las Cruces Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico at 9:00 a.m. or as indicated in the meeting notice.

(II)

THAT unless otherwise specified, regular meetings shall be held quarterly on the fourth Thursday of the month as referenced in Exhibit "A". The agenda will be available at least seventy-two hours prior to the meeting. The notice shall indicate how a copy of the agenda may be obtained.

(III)

THAT special meetings may be called by the chairman or a majority of the members upon three days' notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.

Agenda Item #7.3.

(IV)

THAT emergency meeting will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial loss. The Board of Directors of the Animal Services Center of the Mesilla Valley will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or the majority of members upon twenty-four hour notice, unless personal threat of injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

(V)

THAT for the purpose of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the following locations: Branigan Library, City of Las Cruces Clerks Office, the Dona Ana County Clerks Office and on the ASCMV' s website.

(VI)

THAT for the purpose of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if the notice of the date, time, place and agenda is posted in the following locations: Branigan Library, City of Las Cruces Clerks Office, the Dona Ana County Clerks Office and on the ASCMV' s website

(VII)

THAT in addition to the information specified above, all notices shall include the following language:

If you need Accommodation or a Disability to Enable You to Fully Participate in the Event Please Contact Us 48 Hours Before the Event at 382-0018/v or 541-2128/tty.

(VIII)

THAT the Board of Directors of the Animal Services Center of the Mesilla Valley may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1 (H) of the Open House Meeting Act:

- a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of quorum of the Board of Directors of the Animal Services Center of the Mesilla Valley taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minute. Only those subjects specified in the motion may be discusses in the closed meeting.
- b. If a closed meeting is conducted when the Board of Directors of the Animal Services Center of the Mesilla Valley is not an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provisions of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- c. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- d. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Directors of the Animal Services Center of the Mesilla Valley in an open public meeting.

(IX)

Agenda Item #7.3.

THAT ASCMV staff is hereby authorized to do all as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

Agenda Item #7.3.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

2027 Regular ASCMV Board of Directors Meeting Schedule

Thursday, January 28, 2027

Thursday, April 22, 2027

Thursday, July 22, 2027

Thursday, October 28, 2027





ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☒ N/A
1st Reading:	October 22, 2026			Adopted:	October 22, 2026		
Drafter:	Amelia Corrales			Department:	ASCMV		
Title:	A RESOLUTION TO ADOPT THE ASCMV COMPENSATION POLICY						

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

PURPOSE(S) OF ACTION:

The purpose of this action is to establish and adopt a Compensation Policy for the Animal Services Center of the Mesilla Valley (ASCMV). This policy will provide a structured framework for employee compensation practices, and position management to promote consistency, transparency, and accountability in the administration of personnel matters.

SUPPORT INFORMATION:

[ASCMV-POL-ORG-003_Compensation](#)

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

OPTIONS / ALTERNATIVES:

- 1. Vote "Yes"; this will approve the adoption of the ASCMV Compensation Policy.
- 2. Vote "No"; this will reject the adoption of the ASCMV Compensation Policy.
- 3. Vote to "Amend"; this will require further direction from the Board regarding proposed changes to the policy.
- 4. Vote to "Table"; this will delay the decision for additional review or discussion.

Agenda Item #7.4.

RESOLUTION 26-12

A RESOLUTION TO ADOPT THE ASCMV COMPENSATION POLICY

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

WHEREAS, the Animal Services Center of the Mesilla Valley (ASCMV) is committed to maintaining sound governance, operational consistency, and accountability in the administration of its personnel and organizational practices; and

WHEREAS, the ASCMV recognizes the importance of establishing a structured framework for employee compensation, and position management to support equitable and consistent personnel practices; and

WHEREAS, the ASCMV Executive Director has developed a Compensation Policy to establish guidelines for employee compensation administration, and position management; and

WHEREAS, the adoption of a formal Compensation Policy will promote transparency, consistency, and accountability in personnel decisions while supporting the effective management of ASCMV resources; and

WHEREAS, the ASCMV Board of Directors desires to formally adopt the Compensation Policy attached hereto as Exhibit A and made a part of this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY (ASCMV):

(I)

THAT the Compensation Policy attached hereto as Exhibit A is hereby adopted as official policy of the Animal Services Center of the Mesilla Valley.

DONE AND APPROVED this day of

Agenda Item #7.4.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS



Compensation Policy

Document Number	ASCMV-POL-ORG-003	Version	1.0
Department/Area	HR / Personnel	Document Owner	Executive Director
Approved By		Date Approved	
Effective Date		Next Review Date	
Supersedes	ASCMV-Compensation-12.9.2025	Access Level	Internal
Applies To	Staff	Related Documents	

1. Purpose

The Animal Services Center of the Mesilla Valley (ASCMV) maintains a compensation system designed to:

- Support the recruitment and retention of qualified employees;
- Provide equitable compensation for comparable work;
- Recognize differences in responsibility, qualifications, performance, and organizational contribution;
- Maintain appropriate compensation relationships among positions within ASCMV;
- Remain responsive to relevant labor markets and recruitment conditions; and
- Maintain fiscal responsibility within resources approved by the ASCMV Board of Directors.

2. Compensation Principles

ASCMV will strive to provide fair and competitive compensation while maintaining internal equity and fiscal responsibility.

The Compensation Plan will be developed and administered with consideration of:

- The relative difficulty, responsibility, complexity, and scope of positions;
- Internal equity among positions performing comparable work;
- Prevailing compensation within relevant public, nonprofit, and private-sector labor markets;
- Cost-of-living and economic conditions;
- ASCMV's financial resources and approved budget;
- Recruitment and retention challenges;
- Specialized, critical, or difficult-to-obtain qualifications;

-
- Salary compression and other compensation inequities; and
 - Other relevant organizational or economic considerations.

3. Total Compensation

Total compensation includes an employee's wages or salary together with employer-paid benefits and other compensation of value provided by ASCMV.

One-time payments, recruitment incentives, differentials, awards, and other supplemental compensation do not become part of an employee's base pay unless specifically designated as base pay or required by applicable law.

Reimbursement of authorized business expenses is not considered base compensation.

4. Administration and Authority

The Executive Director is responsible for administration of the Compensation Plan.

A. Board Authority

The Board of Directors is responsible for:

- Approving this Compensation Policy and material amendments;
- Approving the overall pay grade and salary-range structure;
- Providing funding for compensation through the annual budget or other Board action;
- Approving annual funding pools when required by this policy; and
- Establishing and approving compensation for the Executive Director.

B. Executive Director Authority

Within the Board-approved Compensation Plan and available budget, the Executive Director may authorize individual compensation actions permitted by this policy, including:

- Starting salaries;
- Promotions and conditional promotions;
- Reclassifications;
- Acting or provisional assignment pay;
- Market, equity, compression, and retention adjustments;
- Recruitment incentives;
- Special pay and differentials;
- Exceptional Performance Awards; and
- Other individual compensation actions authorized by this policy.

The Executive Director may assign positions to classifications and pay grades within the approved compensation structure.

C. Compensation Review

The Executive Director will periodically review ASCMV's compensation structure, labor-market competitiveness, recruitment and retention conditions, internal equity, and salary compression and may conduct or obtain compensation studies as appropriate.

D. Coordination

The Executive Director will coordinate with the City of Las Cruces Human Resources Department and payroll personnel as appropriate for classification, payroll administration, legal compliance, and implementation.

Nothing in this policy authorizes the Executive Director to establish or modify the Executive Director's own compensation.

5. Policy Statement / Standard

Positions will be assigned to an established pay grade based on job-related factors including:

- Duties and responsibilities;
- Minimum qualifications;
- Complexity and difficulty of the work;
- Scope of supervision and span of control;
- Degree of independent decision-making or action;
- Budgetary, operational, or organizational accountability;
- Problem-solving requirements;
- Internal equity;
- External labor-market competitiveness; and
- The relationship of the position to other ASCMV classifications.

Each pay grade will have an established minimum and maximum salary or hourly rate.

The minimum represents the normal entry rate for a fully qualified employee unless otherwise authorized by this policy.

Employees will normally be compensated within the established range for their assigned position.

Payments above the maximum may be made when specifically authorized by this policy, including authorized lump-sum payments.

6. Starting Pay

A. Entry Rate

The normal starting rate for a fully qualified employee is the minimum of the assigned pay grade.

B. Starting Pay Above Minimum

The Executive Director may authorize a starting rate above the minimum and up to the midpoint of the pay grade when justified by one or more of the following:

- The candidate possesses qualifications or experience substantially exceeding the minimum requirements;
- The available qualified applicant pool is limited;
- The position has demonstrated recruitment difficulty;
- Market conditions support a higher starting rate; or
- A higher rate is appropriate to address a documented organizational need.

Internal equity must be considered when establishing a starting rate above minimum.

C. Starting Pay Above Midpoint

The Executive Director may authorize a starting rate above the midpoint, but not above the maximum of the pay grade, when exceptional circumstances exist, including:

- Multiple unsuccessful or substantially unsuccessful recruitment efforts;
- Qualifications that are particularly unique, specialized, or critical to ASCMV;
- Documented labor-market conditions demonstrating that the normal hiring range is not competitive; or
- Other significant recruitment circumstances documented by the Executive Director.

Internal equity and available budget must be considered before approving placement above the midpoint.

7. Recruitment Incentives

ASCMV may provide recruitment incentives when necessary to attract qualified candidates for positions that:

- Are difficult to fill;
- Require specialized or critical qualifications;
- Have experienced recruitment challenges; or
- Otherwise present a significant recruitment need as determined by the Executive Director.

Recruitment incentives are separate from base salary.

A. Authorization

The Executive Director may authorize recruitment incentives based on:

- Labor-market conditions;
- Recruitment history;
- Difficulty filling the position;
- Candidate qualifications;
- Organizational need;
- Internal equity;
- The operational importance of the position; and



-
- Availability of budgeted funds.

Recruitment incentives may include signing bonuses, relocation assistance, or other recruitment incentives approved by the Executive Director.

B. Signing Bonus

ASCMV may offer a signing bonus to a candidate accepting employment in an eligible position.

The Executive Director will determine the amount, timing, and payment structure of the signing bonus.

A signing bonus may be paid in a single payment or installments.

C. Relocation Assistance

ASCMV may provide relocation assistance when relocation is necessary or reasonably related to a candidate's acceptance of employment.

Relocation assistance may be provided through:

- A predetermined relocation allowance;
- Reimbursement of approved relocation expenses;
- Direct payment of approved relocation expenses; or
- A combination of these methods.

The Executive Director will determine the amount and form of relocation assistance.

D. Mandatory Service Commitment

Any employee receiving a signing bonus, relocation assistance, or other recruitment incentive must agree to a defined period of continued employment with ASCMV as a condition of receiving the incentive.

The Executive Director will establish the required service period based on the amount and type of incentive and the circumstances of the recruitment.

Before an incentive is paid, the employee must sign a written Recruitment Incentive Agreement establishing:

- The amount and type of incentive;
- The payment schedule;
- The required service period;
- The repayment obligation if the service commitment is not completed; and
- Any other applicable conditions.

E. Repayment

An employee who voluntarily separates from ASCMV or is terminated for cause before completing the required service commitment will be required to repay all or a prorated portion of the recruitment incentive as established in the Recruitment Incentive Agreement.

The Executive Director may establish a prorated repayment schedule based on the portion of the service commitment completed.

Repayment will normally not be required when employment ends because of position elimination, layoff, organizational restructuring, or another circumstance in which the employee is separated through no fault of the employee.

Recovery through payroll deduction or final pay will occur only when permitted by law and supported by the required written authorization.

Any repayment amount not recovered through payroll deduction or final pay remains an obligation owed to ASCMV under the Recruitment Incentive Agreement and may be pursued through other lawful collection methods in coordination with applicable City departments or legal counsel. Failure to recover an amount through payroll or final pay does not waive the repayment obligation.

F. Tax and Payroll Treatment

Recruitment incentives and relocation assistance will be processed and reported for payroll and tax purposes as required by applicable law.

G. No Entitlement or Precedent

Recruitment incentives are discretionary recruitment tools and are not an employee entitlement.

Authorization of an incentive for one position or candidate does not require ASCMV to offer the same or a similar incentive to another candidate or employee.

8. Conditional Appointments

When ASCMV is unable to identify a fully qualified candidate after reasonable recruitment efforts, or when a position is designated as difficult to fill, the Executive Director may authorize a conditional appointment of a candidate who can reasonably be expected to meet the full qualifications of the position within a defined period.

A conditional appointment may be made at a rate up to five percent (5%) below the minimum of the assigned pay grade, provided the rate complies with applicable wage requirements.

The employee must be informed in writing of:

- The qualifications, licenses, certifications, experience, or performance requirements that must be completed;
- The time allowed for completion; and
- The compensation adjustment that will occur upon successful completion.

When the employee satisfies the conditions and is performing the full scope of the position, the employee's pay will be adjusted to at least the minimum of the assigned pay grade.

Failure to satisfy the conditions does not create an automatic entitlement to continued employment or adjustment to the minimum rate.

9. Transfers and Reassignments

A transfer or reassignment is movement from one position to another position within the same pay grade.

An employee transferred or reassigned within the same pay grade will normally retain the same base rate of pay.

A transfer or reassignment does not prevent the Executive Director from separately authorizing a market, equity, compression, or other adjustments permitted by this policy.

10. Promotions

A promotion occurs when an employee is appointed to a position assigned to a higher pay grade.

Unless another rate is authorized under this policy, promotional pay will be the greater of the applicable amounts below:

- Five percent (5%) when moving one pay grade higher;
- Ten percent (10%) when moving two pay grades higher;
- Fifteen percent (15%) when moving three or more pay grades higher;
- Twelve percent (12%) when moving from a non-exempt position to a higher exempt position; or
- Placement at two-and-one-half percent (2.5%) above the minimum of the new pay grade.

The resulting rate may not exceed the maximum of the new pay grade.

The Executive Director may authorize a different promotional rate when justified by exceptional qualifications, internal equity, salary compression, market conditions, recruitment considerations, or other extraordinary circumstances.

Any exception to the normal promotional methodology must be documented.

11. Conditional Promotions

When an internal employee is selected for a promotional opportunity but does not yet possess all normally required qualifications, licenses, certifications, or experience, the Executive Director may authorize a conditional promotion.

The employee must receive written notice describing:

- The conditions that must be completed;
- The time allowed for completion;
- The compensation during the conditional period; and
- The compensation adjustment that will occur upon successful completion.

Compensation during the conditional period will normally equal one-half of the otherwise applicable promotional increase.

Upon successful completion of the established conditions, the employee will receive the full promotional rate that would otherwise have applied.

Failure to satisfy the established conditions does not create an entitlement to the full promotional rate or continued placement in the higher-level position.

12. Reclassification

A reclassification occurs when a position is assigned to a different classification because of a significant and ongoing change in the duties, responsibilities, scope, or organizational role of the position.

Reclassification is based on the work assigned to the position and is not a substitute for a performance increase.

A position will not be reclassified solely to provide an incumbent with a salary increase or to tailor a classification to a specific employee.

When a position and incumbent are reclassified upward, compensation will normally be determined using the promotional-pay methodology established in Section 10.

The Executive Director may authorize another rate based on internal equity, market conditions, salary compression, qualifications, or other relevant factors.

When a position is reclassified downward, the employee will normally be placed at the same percentile position within the new range or at the maximum of the new range, whichever is lower.

13. Demotion

A demotion occurs when an employee is placed into a position assigned to a lower pay grade.

The employee will normally be placed in the same percentile position within the new pay grade or at the maximum of the new pay grade, whichever is lower.

The Executive Director may authorize another placement when necessary to address exceptional circumstances, internal equity, or organizational needs.

14. Reinstatement Following Layoff

An employee reinstated following a layoff to the same classification or pay grade will normally be restored to the same percentile position within the pay grade held at the time of layoff.

An employee reinstated to a lower pay grade will normally be placed in the same percentile position within the lower grade or at the maximum of that grade, whichever is lower.

15. Acting or Provisional Appointments

An employee temporarily assigned substantial responsibility for a higher-level position may be designated to serve in an acting or provisional capacity.

When the assignment exceeds thirty (30) consecutive calendar days, the employee's temporary rate of pay will be the greater of:

- Five percent (5%) above the employee's regular base rate; or
- The minimum of the pay grade is assigned to the higher-level position.

The temporary rate may not exceed the maximum of the higher-level pay grade unless otherwise authorized under this policy.

The Executive Director may authorize acting pay before the thirty-day threshold when the temporary assignment is significantly more responsible, difficult, technical, or operationally critical than the employee's regular duties.

Acting assignments will normally not exceed six (6) months.

The Executive Director may extend an acting assignment in writing when operational, recruitment, or other circumstances require additional time.

Acting pay ends when the temporary assignment ends and does not create an entitlement to permanent appointment to the higher-level position.

16. Market, Equity, Compression, and Retention Adjustments

The Executive Director may review an employee's compensation and authorize an adjustment when necessary to address:

- Internal pay inequity;
- Salary compression;
- Labor-market competitiveness;
- Significant recruitment or retention difficulty;
- Specialized or critical qualifications;
- Organizational restructuring or substantially expanded responsibilities not requiring reclassification;
- Compensation anomalies; or
- Other documented circumstances affecting ASCMV's ability to maintain an equitable and effective compensation system.

Adjustments under this section are not automatic and will be evaluated individually.

The basis for the adjustment and approved compensation action must be documented.

An adjustment made under this section does not establish an automatic precedent or entitlement for another employee.

17. Compensation Structure and Range Adjustments

The Executive Director will periodically evaluate ASCMV's salary ranges and overall compensation structure.

Market studies, cost-of-living information, recruitment experience, employee turnover, salary compression, economic conditions, and ASCMV's financial resources may be considered when recommending changes to the compensation structure.

A. Salary Range Adjustments

Changes to salary-range minimums and maximums do not automatically require an identical percentage increase for every employee within the affected range.

When the minimum of a pay grade is increased above an incumbent employee's existing base pay, the employee will be brought to at least the new minimum.

If a change to the compensation structure results in an employee's existing base pay exceeding the maximum of the assigned range, the employee's base pay will not be reduced solely because of the range adjustment.

Future increases to base pay may be limited until the maximum range reaches or exceeds the employee's base pay.

When appropriate, an otherwise approved increase may be provided as a lump-sum payment rather than added to base pay.

B. General Wage or Cost-of-Living Adjustments

A general wage or cost-of-living adjustment is distinct from an adjustment to ASCMV's salary ranges.

When the Board of Directors specifically approves a general wage or cost-of-living adjustment for eligible employees, the approved adjustment will be applied in accordance with the terms of the Board action and available funding.

General wage or cost-of-living adjustments are not automatic and are subject to Board-approved funding.

18. Merit Increase Program

Regular full-time and part-time, non-contract employees, whether exempt or non-exempt, may be eligible for merit increases based on documented job performance and the availability of Board-approved funding.

An employee must complete at least one (1) year of ASCMV service before becoming eligible for a merit increase. Thereafter, merit consideration will normally occur in conjunction with the employee's annual performance evaluation and service anniversary.

Merit increases recognize sustained performance in the employee's assigned position and are not automatic based solely on length of service or completion of a performance evaluation.

Supervisors are responsible for completing performance evaluations and recommending an overall performance rating. All final performance ratings must be reviewed and approved by the Executive Director before the evaluation is finalized or presented to the employee.



The Executive Director's review is intended to ensure that performance standards and rating levels are applied consistently across ASCMV departments and positions. Ratings that are not adequately supported by the evaluation documentation or that appear inconsistent with organization-wide performance standards must be resolved before finalization.

Performance evaluations, rating approvals, employee acknowledgements, and related personnel actions will be documented in the City-designated personnel management system when available and applicable.

Individual merit increases will be determined according to the following schedule:

Overall Performance Rating	Merit Increase
Unsatisfactory	0%
Meets Expectations	2%
Exceeds Expectations	3%
Exceptional	4%

Supervisors and managers do not have discretion to substitute a different merit percentage for the percentage associated with the employee's final approved performance rating.

The maximum individual merit increase under the regular Merit Increase Program is four percent (4%).

The Board of Directors will approve the total funding available for merit increases through the annual budget or other Board action.

If application of the merit schedule would result in awards exceeding the total approved merit funding, the Executive Director may proportionally reduce individual merit increases to remain within approved funding.

Merit increases will be added to base pay up to the maximum of the employee's assigned pay grade.

When an approved merit increase would cause an employee's base pay to exceed the maximum of the assigned pay grade, the portion up to the maximum will be added to base pay and the remaining approved amount may be provided as a one-time lump-sum payment.

Approval of a merit increase in one year does not create entitlement to a merit increase in a subsequent year.

19. Exceptional Performance Awards

ASCMV may provide a one-time Exceptional Performance Award to recognize an employee whose achievement, contribution, or performance substantially exceeds the normal expectations of the employee's position and provides significant benefit to ASCMV.

Exceptional Performance Awards may be provided to eligible regular employees regardless of exempt or non-exempt status.

An Exceptional Performance Award requires:

-
- Written documentation describing the exceptional achievement or contribution;
 - Executive Director approval; and
 - Availability of approved funding.

Exceptional Performance Awards will be administered through fixed award levels established in a written administrative schedule approved by the Executive Director. Each award level will have a defined dollar amount and objective criteria based on the scope, impact, and significance of the documented achievement.

Employees approved at the same award level will receive the same dollar amount. Award amounts may not be varied within an award level on a case-by-case basis.

The award schedule may be revised prospectively based on available funding, provided all awards remain within the individual and organization-wide limits established by this policy.

The total amount of Exceptional Performance Awards provided to an individual employee may not exceed two thousand five hundred dollars (\$2,500) in a fiscal year.

The total amount of Exceptional Performance Awards issued organization-wide may not exceed fifteen thousand dollars (\$15,000) in a fiscal year unless additional funding is specifically approved by the Board of Directors.

Exceptional Performance Awards will normally be provided as one-time lump-sum payments and will not be added to base pay.

An Exceptional Performance Award will not be used as a substitute for:

- A promotion;
- Reclassification;
- Acting or provisional assignment pay;
- Overtime or other compensation required by law;
- A market, equity, compression, or retention adjustment; or
- Compensation for duties that have become an ongoing part of the employee's position.

Exceptional Performance Awards are discretionary and do not create an entitlement or precedent for future awards.



20. Longevity Recognition

ASCMV recognizes the value of employees who provide sustained service to the organization.

Longevity recognition is provided as a one-time award rather than a permanent increase to base pay.

Regular full-time and part-time, non-contract employees may be eligible for a one-time longevity award upon completion of the following continuous-service milestones:

Continuous ASCMV Service	One-Time Longevity Award
3 years	\$500
6 years	\$750
10 years	\$1,000
15 years	\$1,500
20 years	\$2,000
25 years	\$2,500
30 years	\$3,000

Longevity awards are subject to the availability of approved funding.

Longevity awards are one-time payments and will not be added to an employee's base salary or hourly rate.

Awards for regular part-time employees will be prorated based on the employee's budgeted full-time-equivalent status.

An employee must be actively employed by ASCMV on the applicable service anniversary to receive the award unless otherwise authorized by the Executive Director.

Longevity increases awarded before the effective date of this policy and already incorporated into an employee's base compensation will remain part of the employee's base compensation.

The longevity-award structure established by this section applies prospectively to qualifying service milestones occurring on or after the effective date of this policy.

Adoption of this policy does not create entitlement to retroactive longevity awards for milestones reached before the effective date.

21. Special Pay and Differentials

ASCMV may establish supplemental-pay programs when additional compensation is appropriate for specialized duties, skills, credentials, schedules, assignments, or organizational needs.

Such programs may include:

-
- Language proficiency pay;
 - Certification or credential pay;
 - Shift differentials;
 - Specialty-assignment pay;
 - Standby pay; or
 - Other approved differentials or supplemental-pay programs.

Eligibility requirements, amounts, duration, and administrative requirements may be established through the applicable ASCMV policy, Compensation Plan, or approved administrative procedure.

Unless specifically stated otherwise, special pay and differentials do not become part of an employee's base salary and do not create an ongoing entitlement after eligibility ends.

Supplemental compensation will be included in regular-rate or overtime calculations when required by applicable law.

22. Bilingual Language Support Pay

The Animal Services Center of the Mesilla Valley (ASCMV) recognizes the importance of providing effective and respectful service to Spanish-speaking members of the community who need language assistance.

This section establishes a bilingual pay differential for employees who demonstrate the required Spanish-language proficiency and agree to provide bilingual language support when reasonably needed during their scheduled work hours.

A. Scope

This section applies to ASCMV employees who voluntarily qualify for and receive the bilingual pay differential.

B. Eligibility

To qualify for the bilingual pay differential, an employee must:

- Successfully complete ASCMV's approved third-party Spanish-language proficiency assessment and meet the proficiency level established by ASCMV;
- Agree to have their name included on ASCMV's internal bilingual support list;
- Be willing and able to provide Spanish-language assistance by telephone or in person when reasonably requested during their scheduled work hours;
- Complete any required retesting; and
- Continue to meet the requirements of this section.

All participating employees must meet the same proficiency standard. Eligibility will not be based on national origin, ethnicity, accent, self-identification as bilingual, or a supervisor's subjective assessment of an employee's language ability.

ASCMV will pay the cost of approved proficiency testing and required retesting.

C. Bilingual Pay Differential

An eligible employee will receive an additional \$25 per pay period while they remain qualified and listed on ASCMV's bilingual support list.

The differential compensates the employee for maintaining the required proficiency and being available to provide bilingual language support while they are at the shelter or any offsite events during their normally scheduled work period. It is not based on the number of language-assistance requests received during a pay period.

The differential will begin in the next pay period, after ASCMV receives confirmation that the employee has met the required proficiency standard and all eligibility requirements have been completed.

The differential will be administered in accordance with applicable wage and hour requirements.

D. Employee Responsibilities

Employees receiving the bilingual pay differential agree to:

- Provide reasonable Spanish-language assistance when requested during their scheduled work hours;
- Communicate accurately, respectfully, and professionally;
- Notify the requesting employee or supervisor when they do not understand a term, are unsure of the appropriate translation, or believe the communication exceeds their level of proficiency;
- Maintain the confidentiality of information learned while providing language assistance;
- Avoid adding personal opinions, advice, or information that was not part of the communication being conveyed;
- Notify ASCMV if they no longer wish to receive the differential or believe their proficiency has materially changed; and
- Follow the applicable Bilingual Pay SOP and other ASCMV policies.

Employees may not perform bilingual language-support work off the clock. Being listed as bilingual support does not place an employee on call or require the employee to respond to ASCMV communications outside their scheduled work hours unless the work is separately authorized and compensated.

E. Operational Priorities

Bilingual language support is an additional work responsibility for employees receiving the differential. However, an employee's immediate safety responsibilities, animal-care responsibilities, medical responsibilities, customer-safety responsibilities, and other time-sensitive duties take priority when those duties cannot reasonably be interrupted.

An employee will not be considered to have refused a language support request when they are unable to respond because of a legitimate operational or safety-related responsibility.

Supervisors and managers should make reasonable efforts to distribute language-support requests among available qualified employees so that the responsibility does not fall disproportionately on one employee or interfere unreasonably with an employee's primary job duties.

If bilingual language-support responsibilities become frequent enough to substantially affect an employee's regular duties or workload, management will evaluate the operational need, staffing structure, and appropriate assignment of those responsibilities.

F. Scope of Language Assistance

Employees receiving the bilingual pay differential are approved to provide direct Spanish-language communication and routine language assistance consistent with the proficiency demonstrated through ASCMV's approved testing process.

Demonstrated bilingual proficiency does not automatically qualify an employee to provide professional interpretation or official written translation.

ASCMV may require the use of a qualified interpreter, translation service, or other approved language resource for communications involving heightened legal, confidentiality, safety, or accuracy concerns. These may include, but are not limited to:

- Court or sworn proceedings;
- Law-enforcement interviews;
- Formal employee investigations, disciplinary matters, or grievances;
- Contested ownership or other significant legal disputes;
- Legal notices, releases, contracts, or other documents requiring formal translation; or
- Other matters in which management determines whether professional interpretation or translation is appropriate.

Employees should request additional language resources whenever they are unsure whether they can accurately assist with communication.

G. Written Translation

Qualification for the bilingual pay differential does not automatically authorize an employee to translate official ASCMV forms, policies, contracts, legal notices, public information materials, or other written documents.

Official translations must be completed or approved through a process authorized by ASCMV.

H. Voluntary Participation and Equitable Administration

Participation is voluntary.

Employees who possess Spanish-language skills but choose not to qualify for or receive the bilingual pay differential will not be routinely designated or relied upon as bilingual support staff unless bilingual language duties are otherwise an established requirement of their position.

Employees will not be treated differently because they speak, or do not speak, a language other than English except when language proficiency is relevant to a legitimate ASCMV operational responsibility.

ASCMV will administer testing, eligibility requirements, compensation, and expectations consistently among participating employees.

I. Withdrawal or Removal from the Bilingual Support List

An employee may voluntarily withdraw from the bilingual support list by notifying the designated ASCMV representative.

ASCMV may remove an employee from the bilingual support list and discontinue the pay differential when the employee:

- No longer meets the required proficiency standard;
- Fails to complete required retesting;
- Repeatedly declines reasonable language-support requests without a legitimate operational reason;
- Fails to maintain required confidentiality;
- Uses the bilingual support role inappropriately; or
- Otherwise fails to meet the requirements of this section or the Bilingual Pay SOP.

An employee will be notified when their bilingual designation and associated pay differential are discontinued.

Removal from the bilingual support list does not, by itself, constitute disciplinary action unless the underlying conduct independently violates an ASCMV policy.

J. Administration

ASCMV will maintain an internal list of employees who are currently qualified and approved to provide bilingual language support.

Procedures for requesting proficiency testing, scheduling assessments, documenting eligibility, maintaining the bilingual support list, requesting language assistance, processing the pay differential, retesting employees, and removing employees from the bilingual support list will be established in the Bilingual Pay SOP.

ASCMV reserves the right to modify or discontinue the bilingual pay differential based on operational needs, available funding, or changes in applicable law or policy, subject to the approval requirements in Section 4.

23. Standby and Callback Pay

ASCMV may designate non-exempt employees for standby duty when operational needs require an employee to remain available outside regularly scheduled working hours.

The Executive Director or designee will determine which positions or employees are assigned to standby duty.

A. Standby Rate

ASCMV's standby-pay rate will match the standby rate established by the City of Las Cruces for eligible non-exempt employees.

As of the effective date of this policy, the City of Las Cruces standby rate is twenty dollars (\$20.00) per assigned standby day or one hundred forty dollars (\$140.00) per applicable standby pay period (7 days), as administered through City payroll.

When standby responsibility is divided among employees, each employee will receive the applicable daily standby rate for each assigned standby day for which the employee is responsible.

An employee assigned standby responsibility for the full applicable standby period will receive the applicable full-period standby rate.

An employee will not receive both the full-period and daily standby rate for the same assigned standby period.

If the City of Las Cruces changes its standard standby rate or payroll structure, ASCMV's standby rate and administration will adjust accordingly as soon as administratively practicable, subject to available funding.

B. Standby Requirements

Employees assigned to standby duty must remain:

- Reachable during the assigned standby period;
- Able to respond within the operational requirements established for the assignment; and
- Fit to perform assigned duties if called upon to work.

Specific response times and operational expectations will be established through the applicable department procedure or standby assignment.

C. Work Performed While on Standby

Time spent performing required work while on standby must be accurately recorded as time worked.

This includes compensable work performed by telephone, electronic communication, remotely, or at an ASCMV worksite.

D. Callback and Show-Up Pay

A qualifying callback occurring after an employee has left the worksite following the employee's regular work period will be compensated for a minimum of two (2) hours at one-and-one-half (1.5) times the employee's regular hourly rate when the callback lasts two (2) hours or less.

When callback work continues beyond the two-hour minimum, the employee will be compensated for additional compensable time worked at the applicable rate.

The two-hour minimum callback guarantee does not apply when:

- The employee remains at work beyond the employee's regularly scheduled shift;
- The employee is required to report early within two (2) hours immediately preceding the employee's regularly scheduled starting time; or
- Callback work continues directly into the employee's regularly scheduled shift.

In those circumstances, additional time worked will be compensated in accordance with applicable overtime requirements and ASCMV payroll procedures.

E. Failure to Meet Standby Requirements

Failure to meet established standby requirements may result in removal from the standby assignment, loss of standby compensation for the affected assigned standby period when appropriate, and corrective or disciplinary action.

24. Overtime

A. Eligibility

Non-exempt employees are eligible for overtime compensation in accordance with the Fair Labor Standards Act, applicable law, and this policy.

Unless another lawful overtime standard applies, overtime is earned for hours actually worked in excess of forty (40) hours during ASCMV's established seven-day workweek.

B. Overtime Rate

Eligible overtime will be compensated at one-and-one-half (1.5) times the employee's regular rate of pay or through compensatory time when authorized under Section 24.

The regular rate will be calculated in accordance with applicable law.

C. Hours Worked

Only hours actually worked will be counted toward the forty-hour overtime threshold.

Paid or unpaid leave, including annual leave, sick leave, holiday leave, compensatory time used, or other periods during which no work is performed, will not be treated as hours worked for overtime purposes unless otherwise required by law.

D. Authorization

Employees must obtain advance authorization from their supervisor or other authorized management before working overtime except when emergencies or other circumstances make advance approval impracticable.

Employees must accurately record and report all hours actually worked regardless of whether the work was authorized in advance.

Failure to obtain required authorization may result in corrective or disciplinary action but will not result in withholding compensation for compensable hours actually worked.

E. Off-the-Clock Work

Employees may not perform or be directed or permitted to perform work without accurately recording the time worked.

Supervisors and managers are responsible for taking reasonable steps to prevent unauthorized or unrecorded work.

F. Exempt Employees

Employees properly classified as exempt from FLSA overtime requirements are not eligible for overtime compensation or FLSA compensatory time unless specifically authorized through another approved ASCMV compensation program.

25. Compensatory Time

A. Availability

ASCMV may provide eligible non-exempt employees with compensatory time off in lieu of cash overtime compensation when permitted by law and authorized by ASCMV.

Compensatory time is an alternative method of satisfying an overtime obligation and is not an employee entitlement.

ASCMV may elect to pay cash overtime instead of providing compensatory time.

B. Prior Agreement

Compensatory time may be provided only when an agreement or understanding permitting its use has been established with the employee before the overtime work is performed.

ASCMV will require employees participating in the compensatory-time program to acknowledge the applicable terms in writing.

C. Accrual Rate

Compensatory time earned in lieu of FLSA overtime will accrue at one-and-one-half (1.5) hours of compensatory time for each eligible overtime hour worked.

D. Maximum Accrual

An employee may accrue no more than sixty (60) hours of unused compensatory time.

Once an employee reaches the sixty-hour maximum, additional overtime will be compensated in cash until the employee's compensatory-time balance falls below the maximum.

E. Use of Compensatory Time

Employees may request use of accrued compensatory time through ASCMV's established leave-request process.

A request to use accrued FLSA compensatory time will be approved within a reasonable period unless the requested absence would unduly disrupt ASCMV operations.

F. Fiscal-Year Payout

ASCMV will normally pay out unused compensatory-time balances at the end of each fiscal year.

The Executive Director may authorize limited carryover of an unused balance when warranted by operational, financial, or other organizational circumstances.

Any authorized carryover remains subject to the sixty-hour maximum established by this policy.

G. Other Payouts

ASCMV may pay all or part of an employee's accrued compensatory time balance at any time.

A payout made during employment will be calculated using the employee's regular rate of pay at the time of payment.

H. Promotion, Transfer, Demotion, or Change in Eligibility

An employee who moves between positions that remain non-exempt and eligible for compensatory time, whether by promotion, transfer, demotion, reassignment, or another personnel action, will retain the accrued compensatory-time balance up to the maximum permitted by this policy unless ASCMV elects to pay some or all of the balance.

An employee promoted from a non-exempt position to an exempt position or otherwise moved into a position that is no longer eligible to retain FLSA compensatory time, will have all accrued compensatory time paid before the change becomes effective.

If any personnel action places an employee into a position that is not eligible to retain FLSA compensatory time, the accrued balance will be paid before the change becomes effective.

All compensatory-time payouts will be calculated in accordance with applicable law.

I. Separation from Employment

Upon separation from ASCMV employment for any reason, an employee will be paid for all unused FLSA compensatory time at the rate required by applicable law.

J. Exempt Employees

Exempt employees are not eligible to accrue FLSA compensatory time.

26. Multiple ASCMV Assignments and Volunteer Service

An employee may perform work for ASCMV in more than one approved position or assignment when authorized by management.

All compensable hours worked for ASCMV will be recorded and administered in accordance with applicable wage-and-hour requirements regardless of the position or assignment in which the hours are worked.

When an employee performs work at more than one authorized rate of pay, compensation and applicable overtime will be calculated in accordance with applicable law and ASCMV payroll procedures.

Employees may not perform unpaid volunteer service for ASCMV that is the same or substantially similar to the work they perform as an employee.

Any employee volunteer service must be genuinely voluntary and administered in accordance with applicable law and ASCMV volunteer policies.

27. Time and Compensation Records

ASCMV will maintain timekeeping, overtime, compensatory-time, compensation-action, recruitment-incentive, and payroll records for the periods required by applicable law and ASCMV records-retention requirements.

Non-exempt employees are responsible for accurately recording all time worked.

Employees are responsible for accurately recording compensatory time used and other time information required by ASCMV.

Supervisors are responsible for reviewing time records and promptly addressing discrepancies, unauthorized overtime, or indications that work has been performed without being recorded.

28. Exempt Employee Initial and Final Workweek

When permitted by applicable law, an exempt employee who begins or ends employment during a workweek may be paid a proportionate portion of the employee's regular salary for the portion of the workweek in which the employee is employed.

Other deductions from the salary of an exempt employee will be made only when permitted by applicable law.

29. Documentation and Exceptions

Compensation actions taken under this policy must be appropriately documented and submitted for payroll processing.

Documentation should identify, as applicable:

- The type of compensation action;
- The effective date;
- The approved rate, percentage, award, or payment;
- The basis for any discretionary action; and
- Any required supporting agreement or authorization.

The Executive Director may approve exceptions to normal compensation practices when necessary to address extraordinary recruitment, retention, equity, organizational, or operational circumstances, provided the action:

- Complies with applicable law;
- Is within the authority delegated to the Executive Director;
- Is supported by available funding; and
- Is documented in writing.

The Executive Director's exception authority does not permit an exception to a provision that expressly requires Board approval or to exceed a maximum established by this policy when the policy states that the maximum may be exceeded only through Board action.



An exception requiring an increase to the Board-approved budget or otherwise exceeding authority delegated to the Executive Director requires appropriate Board action.

Nothing in this policy creates a contractual right to a particular salary increase, incentive, differential, bonus, award, or other compensation unless otherwise required by law or established by an executed written agreement.

30. Compliance and Supersession

ASCMV will administer compensation in accordance with applicable federal, state, and local law.

If a provision of this policy conflicts with controlling law, the controlling law will govern without invalidating the remaining provisions of the policy.

This policy supersedes the ASCMV Compensation Policy effective December 9, 2025, and any prior compensation practices that conflict with this policy.

31. Training and Acknowledgement

Training required before use?	Yes – Read and review policy with Supervisor
Who must acknowledge?	Staff
Acknowledgement method	Email read receipt or training sign off for new employees
Retraining trigger	Every 12 months

32. Approval

Approver	Title/Role	Signature / Digital Approval	Date
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Stephanie Lewis

Executive Director

09/23/2026

Board of Directors

33. Revision History

Version	Date	Changed By	Summary of Change	Approval/Notes
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1.0

09/23/2026

Stephanie Lewis

Initial approval





ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☒ N/A
1st Reading:	October 22, 2026			Adopted:	October 22, 2026		
Drafter:	Amelia Corrales			Department:	ASCMV		
Title:	A RESOLUTION TO ADOPT THE ASCMV HIRING POLICY						

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

PURPOSE(S) OF ACTION:

The purpose of this action is to establish and adopt a Position and Hiring Authority Policy for the Animal Services Center of the Mesilla Valley (ASCMV). This policy will provide for the Executive Director to manage ASCMV staffing within the lawfully approved budget while preserving Board oversight of budget increases and other matters reserved to the Board.

SUPPORT INFORMATION:

[ASCMV-POL-ORG-004 Position and Hiring Authority](#)

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

None

DOES THIS AMEND THE BUDGET?:

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the adoption of the ASCMV Position and Hiring Authority Policy
2. Vote "No"; this will reject the adoption of the Position and Hiring Authority Policy
3. Vote to "Amend"; this will require further direction from the Board regarding proposed changes to the policy.
4. Vote to "Table"; this will delay the decision for additional review or discussion.

Agenda Item #7.5.

RESOLUTION 26-13

A RESOLUTION TO ADOPT THE ASCMV HIRING POLICY

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

WHEREAS, the Animal Services Center of the Mesilla Valley (ASCMV) is committed to maintaining sound governance, operational consistency, and accountability in the administration of its personnel and organizational practices; and

WHEREAS, the ASCMV recognizes the importance of establishing a structured framework for position management and hiring authority that supports equitable, transparent, and financially responsible staffing decisions; and

WHEREAS, the Executive Director has developed the Position and Hiring Authority Policy to delegate authority for creating, modifying, reclassifying, and filling positions when sufficient spending authority exists within the lawfully approved ASCMV budget, while preserving Board oversight where required; and

WHEREAS, the adoption of this policy promotes consistency, financial stewardship, operational responsiveness, and clear delineation of authority between the Executive Director and the ASCMV Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY (ASCMV):

(I)

THAT The Position and Hiring Authority Policy attached hereto as Exhibit A is hereby adopted as the official policy of the Animal Services Center of the Mesilla Valley.

(II)

THAT ASCMV staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this day of

Agenda Item #7.5.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS



Position and Hiring Authority Policy

Document Number	ASCMV-POL-ORG-004	Version	1.0
Department/Area	Organization	Document Owner	Executive Director
Approved By	Board	Date Approved	10/22/2026
Effective Date	10/22/2026	Next Review Date	10/22/2027
Supersedes	N/A	Access Level	Internal
Applies To	Staff	Related Documents	

1. Purpose

This policy delegates authority to the Executive Director to manage ASCMV staffing within the lawfully approved budget while preserving Board oversight of budget increases and other matters reserved to the Board.

The intent is to allow ASCMV to respond to operational staffing needs without requiring separate Board approval for every position action when sufficient spending authority already exists.

2. Delegated Authority

The Executive Director may create, modify, reclassify, fill, or change the full-time-equivalent status of employee positions without additional Board approval when:

1. The position supports an authorized ASCMV function;
2. The action can be fully funded within the then-current, lawfully approved and amended ASCMV budget;
3. City Finance has provided written confirmation that sufficient spending authority exists and identified any financial approvals or budget actions required;
4. All required financial actions or approvals have been completed before a commitment is made; and
5. The action complies with applicable personnel policies, classification and compensation requirements, employment agreements, governing documents, and law.

For purposes of this policy, available cash, projected savings, or a vacant position does not by itself establish spending authority.

3. Financial Sustainability

Before approving an ongoing position, the Executive Director shall consider both the current year's cost and the expected annual cost of the position.

Recurring positions must have a reasonable continuing funding source and should not rely solely on temporary vacancies, delayed hiring, one-time funding, or anticipated future appropriations.

Positions supported by grants or other time-limited funding shall be managed consistently with the funding period and applicable personnel requirements.

The Executive Director remains responsible for ensuring that staffing decisions do not impair ASCMV's ability to meet existing financial obligations or maintain essential services.

4. Matters Requiring Board Approval

Board approval is required before a staffing action is taken when the action:

- Requires an increase in ASCMV's authorized spending authority;
- Requires a Board-approved budget amendment or other Board financial action;
- Establish or materially expands a program requiring funding beyond existing authority;
- Uses funds or resources for which Board approval is otherwise required by the JPA, fiscal-agent agreement, adopted financial policies, law, or prior Board action; or
- Is otherwise expressly reserved to the Board.

Required City, County, state, or other approvals remain applicable regardless of whether separate Board approval of the position itself is required.

Nothing in this policy authorizes the Executive Director to modify their own position, compensation, benefits, employment agreement, or reporting relationship.

This policy does not independently grant procurement or contract-signing authority.

5. Personnel and Administrative Controls

All hiring and position actions remain subject to applicable recruitment, classification, compensation, employee-rights, and personnel requirements.

Layoffs, elimination of occupied positions, and involuntary employment actions shall be handled under applicable personnel policies and legal requirements.

ASCMV shall maintain appropriate position and funding records sufficient to demonstrate compliance with this policy.

The Executive Director may establish administrative procedures and forms necessary to implement this policy but may not expand the authority delegated by the Board.



6. Board Reporting and Governance

The Executive Director shall report position actions taken under this authority at the next regular Board meeting. Reporting should identify significant position changes, funding sources, and financial impacts without disclosing protected personnel information.

If a material funding or approval issue is identified, the Executive Director shall suspend affected new commitments until the issue is resolved and shall notify the appropriate City financial official and the Board when appropriate.

This policy is subject to the executed Joint Powers Agreement, fiscal-agent agreement, applicable law, adopted ASCMV and City policies applicable to ASCMV, and continuing Board actions not expressly amended or superseded.

The Board may amend or revoke this delegation by formal action.



Appendix A: Pre-Approval Review Checklist

- [] Document title and number assigned.
- [] Owner, department, scope, and audience identified.
- [] Authority/legal basis confirmed.
- [] Procedure is enforceable and written in role-based steps.
- [] Impacts to other departments reviewed.
- [] Safety, animal welfare, and disease-control risks addressed.
- [] Required records, forms, and retention location identified.
- [] Training/acknowledgement method identified.
- [] Related documents and superseded documents listed.
- [] Final review completed and approval recorded.
- [] Final PDF/Word copy stored in SharePoint controlled document location.
- [] Staff distribution and read receipts/acknowledgements completed if required.
- [] Six-month review date entered into master tracker.

Appendix B: Optional Distribution Log

Audience/Group	Distributed By	Distribution Method	Date Completed
[Group]	[Name]	[Email/Teams/SharePoint/LMS]	[Date]
[Group]	[Name]	[Email/Teams/SharePoint/LMS]	[Date]
[Group]	[Name]	[Email/Teams/SharePoint/LMS]	[Date]
[Group]	[Name]	[Email/Teams/SharePoint/LMS]	[Date]
[Group]	[Name]	[Email/Teams/SharePoint/LMS]	[Date]