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

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

Board of Directors Special Meeting

Wednesday, March 19, 2025 at 9:00 AM

Meetings can be viewed live at
lascruces.civicweb.net

2025-03

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

ASCMV Action and Executive Summary

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A		
1st Reading:		**Adopted:**	March 19, 2025
Drafter:	Bernice Navarro	**Department:**	Administration
Program:	ASCMV	**Line of Business:**	

Title:	**A RESOLUTION AUTHORIZING THE GOVERNING BOARD FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO ACCEPT THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2024.**

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

PURPOSE(S) OF ACTION:
To accept the annual ASCMV Financial Report for the fiscal year ending June 30, 2024

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
On an annual basis, the ASCMV is required to participate in the financial audit of the City of Las Cruces as a JPA. The financial statements of the ASCMV have been audited, sent to the Office of the State Auditor who has completed their review and released the final audit report. This resolution is to accept that audit.

SUPPORT INFORMATION:
Resolution 2025-03_Exhibit A

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☐ Yes
☒ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT: **AVAILABLE AMOUNT:** **EXPENDITURE AMOUNT:**

Funding Source(s):

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

Does this action align with Elevate Las Cruces?

☐ Yes
☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution and accept the financial audit for the fiscal year ending June 30, 2024.
2. Vote "No"; this will decline accepting the financial audit for the fiscal year ending June 30, 2024.
3. Vote to "Amend"; this will require direction from the ASCMV Board to staff.
4. Vote to "Table"; this could delay acceptance of the financial audit for the fiscal year ending June 30, 2024 and will require direction from the ASCMV Board to staff.

RESOLUTION 2025-03

A RESOLUTION AUTHORIZING THE GOVERNING BOARD FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO ACCEPT THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2024.

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

WHEREAS, the financial statements of the ASCMV have been audited by PATILLO, BROWN & HILL, LLP on behalf of the Animal Services Center of the Mesilla Valley; and

WHEREAS, on December 1, 2023 the Office of the State Auditor received the ASCMV Audit Report submitted by PATTILLO, BROWN & HILL, LLP on behalf of the Animal Services Center of the Mesilla Valley; and

WHEREAS, the Office of the State Auditor has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC; and

WHEREAS, on February 16, 2024 the Office of the State Auditor released the audit report as shown in "Exhibit A".

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

(I)

THAT the ASCMV Annual Financial Audit Report for the year ending June 30, 2024 is hereby accepted by the governing board of the ASCMV.

DONE AND APPROVED this day of

APPROVED

____

ATTEST:

____

Moved by:

Seconded by:

AYES

NAYS

JOSEPH M. MAESTAS, PE, CFE
STATE AUDITOR

RICKY A. BEJARANO, CPA, CGMA
DEPUTY STATE AUDITOR

State of New Mexico

Office of the State Auditor

Via Email

January 8, 2024

SAO Ref. No. 4065

City of Las Cruces
Animal Service Center of the Mesilla Valley

Re: Authorization to Release FY2024 Animal Service Center Audit Report

The Office of the State Auditor (OSA) received the audit report for your agency on 11/29/2024. The OSA has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC. This letter is your authorization to make the final payment to the Independent Public Accountant (IPA) who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the OSA. Once the five-day period has expired, or upon the OSA's receipt of a written waiver:

- the OSA will send the report to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the OSA will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per 2.2.2.10.M(4) NMAC, at a meeting held in accordance with the Open Meetings Act, if applicable.

The IPA's findings and comments are included in the audit report on page 58. It is ultimately the responsibility of the governing authority of the agency to take corrective action on all findings and comments.

Sincerely,

Joseph M. Maestas, PE, CFE
State Auditor

cc: Pattillo, Brown & Hill, LLP

2540 Camino Edward Ortiz, Suite A, Santa Fe, New Mexico 87507
Phone (505) 476-3800 * Fax (505) 827-3512
www.saonm.org

2025-04

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

ASCMV Action and Executive Summary

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A		
1st Reading:		**Adopted:**	March 19, 2025
Drafter:	Bernice Navarro	**Department:**	Administration
Program:	ASCMV	**Line of Business:**	

Title:	**A RESOLUTION TO ADOPT THE FY2026 PROPOSED ANNUAL BUDGET FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY PER "EXHIBIT A".**

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

PURPOSE(S) OF ACTION:
TO ADOPT THE OPERATING BUDGET FOR THE ASCMV FOR FISCAL YEAR 2026.

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:
THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY (ASCMV) IS CHARGED WITH DEVELOPING A BUDGET EACH FISCAL YEAR. USING HISTORICAL INFORMATION FROM PREVIOUS BUDGETS, AND PROJECTING WHAT TYPES OF EXPENSES ARE FORESEEN, THE ASCMV DEVELOPS THE BUDGET TO MEET THE GOALS SET BY THE ASCMV. THE BUDGET IS THEN PRESENTED TO THE DONA ANA COUNTY COMMISSION AND THE CITY COUNCIL FOR REVIEW. THE ADOPTED ASCMV BUDGET IS THEN GIVEN TO THE CITY FOR INCLUSION IN THE CLC'S OVERALL BUDGET AS FISCAL AGENT FOR THE ASCMV.

SUPPORT INFORMATION:
Resolution 2025-04_Exhibit A

PLAN(S):
None

COMMITTEE/BOARD REVIEW:
None

DOES THIS AMEND THE BUDGET?:
☐ Yes
☒ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT:	**AVAILABLE AMOUNT:**	**EXPENDITURE AMOUNT:**
$5,436,926		

Funding Source(s):

Overall Budget Impact:
THIS WILL ADOPT THE FY26 BUDGET

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

Does this action align with Elevate Las Cruces?
☐ Yes
☒ No

OPTIONS / ALTERNATIVES:
1.Vote "Yes"; this will approve the Resolution and adopt the FY26 budget.
2.Vote "No"; this will not approve the Resolution and will require direction from the ASCMV Board to staff.
3.Vote to "Amend"; this will require direction from the ASCMV Board to staff, and could potentially require additions, deletions or modifications in the budget document.
4.Vote to "Table"; this will require direction from the ASCMV Board to staff.

RESOLUTION 2025-04

A RESOLUTION TO ADOPT THE FY2026 PROPOSED ANNUAL BUDGET FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY PER "EXHIBIT A".

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

WHEREAS, the ASCMV requires a Fiscal Year 2026 Annual Budget; and

WHEREAS,the authority for the ASCMV has prepared its budget for the period of July 1, 2025 through June 30, 2026; and

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

NOW, THEREFORE, Be it Resolved by the Governing Body of the Animal Services Center of the Mesilla Valley:

(I)

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

(II)

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

(III)

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

DONE AND APPROVED this day of

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

"Exhibit A"

REVENUE ACCOUNT DESCRIPTION	FY 2026 PROPOSED BUDGET	
VACCINATIONS	$	40,000.00
PET MICRO-CHIP	$	20,000.00
ONSITE ADOPTIONS	$	110,000.00
DAC RETURN TO OWNER	$	15,800.00
CLC RETURN TO OWNER	$	25,800.00
SPAY/NEUTER	$	65,000.00
ANIMAL SHELTER SERVICES	$	12,000.00
CITY OF ANTHONY	$	7,000.00
SUNLAND PARK	$	2,658.00
VILLAGE OF HATCH	$	300.00
DONATIONS & MEMORIALS	$	40,000.00
OTHER REVENUE	$	25,000.00
Revenue From Operations	**$**	**363,558.00**
DONA ANA COUNTY	$	2,536,684.00
CITY OF LAS CRUCES	$	2,536,684.00
CLC/DAC Contributions	**$**	**5,073,368.00**
LOCAL & OTHER GRANT FUNDS	$	-
TOTAL OPERATING REVENUE	**$**	**5,436,926.00**

EXPENSE ACCOUNT DESCRIPTION	FY 2026 PROPOSED BUDGET	
ADMINISTRATIVE SALARIES	$	602,175.00
CLASSIFIED	$	2,262,301.00
CONTRACT EMPLOYEES	$	48,500.00
STANDBY PAY	$	5,094.00
SCHEDULED OVERTIME	$	122,300.00
FICA MEDICARE	$	35,183.00
FICA SOCIAL SECURITY	$	150,436.00
PERA	$	445,532.00
DENTAL INS	$	27,025.00
HEALTH INS	$	384,606.00
WORKERS COMPENSATION	$	885.00
CELL PHONE STIPEND	$	1,435.00
VEHICLE ALLOWANCE	$	-
LIFE AND DISABILITY INS	$	5,512.00
RETIREMENT HEALTH CARE INS	$	49,254.00
Subtotal Personnel Services	**$**	**4,140,238.00**

"Exhibit A"

SUPPLIES GENERAL	$	196,136.00
SOFTWARE	$	12,027.00
ADVERTISING	$	52,000.00
POSTAGE AND FREIGHT	$	1,500.00
AWARDS	$	723.00
MEDICAL SUPPLIES	$	163,770.00
SAFETY SUPLIES	$	4,900.00
MINOR EQUIPMENT	$	46,796.00
SHOP SUPPLIES & MATERIALS	$	200.00
UNIFORMS & SAFETY WEAR APPAREL	$	9,264.00
ELECTRICITY	$	58,000.00
GENERAL UTILITY SERVICES	$	32,000.00
TELEPHONE & CELL PHONES	$	24,500.00
AUDITING & FINANCIAL SERVICES	$	15,070.00
MEDICAL/DRUG TESTING	$	1,020.00
MEMBERSHIP & DUES	$	3,854.00
PROFESSIONAL/TECHNICAL SERVICES	$	56,773.00
TEMP AGENCY SERVICES	$	-
PURCHASED SERVICES GENERAL	$	193,309.00
VEHICLE REPAIR & MAINTENANCE	$	12,000.00
FUEL	$	8,000.00
MAINTENANCE & REPAIRS	$	25,000.00
MAJOR EQUIPMENT	$	5,800.00
TRAVEL	$	18,808.00
TRANSPORTATION	$	22,000.00
REGISTRATION/CONFERENCE FEES	$	4,723.00
ADMINISRATIVE CHARGES	$	220,000.00
LIABILITY INSURANCE PREMIUMS	$	16,000.00
UNEMPLOYMENT COMPEN PREMIUMS	$	5,700.00
WORKERS COMP INS PREMIUMS	$	28,000.00
FOOD & BEVERAGE	$	1,500.00
BANK FEES	$	4,500.00
LICENSES/PERMITS/CERTIFICATION	$	1,920.00
AUDIO/MAGAZINE/PERIODICAL/BOOK	$	250.00
BUILDING/BUILDING IMPROVEMENTS	$	-
TUITION REIMBURSEMENT	$	-
ROLLING EQUIPT	$	50,645.00
GRANT FUNDING	$	-
Subtotal Non-Personnel Services	**$**	**1,296,688.00**

Subtotal Personnel Services	$	4,140,238.00
Subtotal Non-Personnel Services	$	1,296,688.00
TOTAL EXPENSES	**$**	**5,436,926.00**