



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

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

**Board of Directors Meeting
Thursday, October 23, 2025 at 9:00 AM**

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

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1. <u>CALL TO ORDER AND PLEDGE OF ALLEGIANCE</u>	
2. <u>DETERMINATION OF QUORUM</u>	
3. <u>ACCEPTANCE OF AGENDA</u>	
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5.3. Shelter Statistics/Activities - Liz Seely	
5.4. Committee Reports	
a. Finance - Josh Saffell, Committee Chair	
b. Executive - Becki Graham, Committee Chair	
c. Facilities - Mary Lou Ward, Committee Chair	
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7. <u>ACTION ITEMS</u>	
7.1. A RESOLUTION TO ACCEPT STATE FUNDING FROM THE NEW MEXICO BOARD OF VETERINARY MEDICINE FOR THE PURPOSES OF SPAYING AND NEUTERING, AND TO ADJUST THE FY2026 BUDGET PER EXHIBIT "A" AND EXHIBIT "B". CAES #25-219 - Pdf	11 - 17
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SERVICES CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS.

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- 7.3. A RESOLUTION APPROVING THE 2026 HOLIDAY/CLOSURE SCHEDULE FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY.

25 - 28

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- 8. **PUBLIC INPUT**
- 9. **CHAIR AND BOARD COMMENTS**
- 10. **ADJOURNMENT**

ANIMAL SERVICE CENTER OF MESILLA VALLEY
April 24, 2025 at 9:00 a.m.

BOARD MEMBERS PRESENT:

Becki Graham - Chair
Christopher Schaljo-Hernandez – Vice-Chair
Joan Campbell - Board Member
Becky Corran - Board Member
Angelica Buehling Gardner- Board Member
Gennifer Gates - Board Member
Barbara Bencomo - Ex-Officio Member
Mary Lou Ward - Ex-Officio Member

BOARD MEMBERS ABSENT:

Patrick Peck - Board Member
Manuel Sanchez – Board Member

- 1. Call to Order & Pledge of Allegiance (9:00 a.m.):** Chair Graham called the meeting to order.
- 2. Determination of Quorum:** A quorum was determined to be present.
- 3. Acceptance of the Agenda:** Motion by Board Member Schaljo-Hernandez, second by Board Member Corran. Motion passed unanimously.
- 4. Minutes for Approval**
 - 4.1 Approval of the Minutes from the ASCMV Board of Directors Quarterly Meeting held on April 25, 2025:** Motion by Board Member Schaljo-Hernandez, second by Board Member Campbell. Motion passed unanimously.
- 5. Reports/Presentations**
 - 5.1 Sarah C. Kurtz - Executive Director - Doña Ana County Humane Society:** Sarah Kurtz presented the history of Doña Ana County Humane Society. The organization was founded as the shelter in 1955. The City and County took over operations in 2008. DACHS remained a nonprofit organization and now runs three programs, the largest of which is the Animal Relief Fund, a voucher program for low-income Dona Ana County residents to help with veterinary care. The fiscal year for 2024-2025 ended on June 30. DACHS provided 785 vouchers amounting to over \$167,000. For the new fiscal year so far, more than 50 vouchers have been issued amounting to over \$23,000 as of this morning. The Ruff to Ready Program helps newly-adopted animals adjust to their new homes. The dog trainer

on staff offers two free classes to help reduce behavior problems that do not show up until the animal is in the home. The program has expanded into the shelter to help train the adoptable dogs and provide Zoom meetings with fosters. Ms. Kurtz showed photos of graduates of the program that have been adopted. The shelter program is funded by donations. The Pets for Seniors Program is specific to the ASCMV. DACHS provides a \$25 discount to seniors 60 and over to adopt a shelter pet. During 2024-2025 fiscal year, DACHS helped 84 pets get adopted through that program. Animal Relief Fund is funded through grants, the other programs through donations and fundraisers. Seniors using the Pets for Seniors Program are also eligible for the other programs.

A. 5.2 City and County ACO Reports - City and County Animal Control:

Brian Hulsey reported on April-June 2025 with 802 reported stray animals, 630 were picked up which included 153 cats and 477 dogs. This included 32 sick/injured with 20 cats and 12 dogs. There were 94 owner surrenders which was one cat and 93 dogs. This year's numbers are about the same as last year's. A four-year comparison was shown. A four-year return to owner comparison was shown. This April there were 13, May had 30, and June had 21 animals field returned to owners. Additional animals picked up were: One owner surrender cat, 93 owner surrender dogs, 32 sick/injured animals, seven welfare hold animals, and one neglect/abuse/cruelty case. There were 23 shelter quarantines, 22 home quarantines, and six court hold quarantine cases. There are nine dogs in live evidence awaiting court and four being sheltered due to the flooding in Vado until the owners can retrieve them. Officer Hulsey reminded viewers affected by the flooding that they can call the Office of Emergency Management and ACOs will come assist. There was one negative rabies submission. There were 67 diverted intakes. There were 960 education and the total calls was 2074 for this quarter. The breakdown per district was shown. Reasons for owner release: Nine were vicious/dangerous; one was aggressive; four whose owners were unable to keep on the property; eight whose owners were unable to afford; eight were sick/injured; five for behavior issues; 24 the owners were unable to care for; one was lost five years ago and the owners no longer wanted it when it was found; four because the owners were moving; four were too high-energy for the owners to handle; three whose owner was going into assisted living and could no longer keep them; 21 for owners having too many animals; and two euthanasia requests. The number for help with the flooding is 211 and then Emergency Management will send out the ACOs.

Gino Jimenez reported the City's numbers for April-June 2025. There were 494 stray calls in April, in May there were 367, and 472 in June for 2,615 for the quarter; 50% of those animals were secured, which is short of the Peak Performance goal of 65%. A three-year RTO comparison was shown: In April there were 40, in May there were 31, and in June there were 35 for

a total of 250 successful field RTOs for the quarter; Peak Performance goal is 25% and this quarter's numbers are at 20%. The other measures for Peak Performance are 10% reduction in stray animal bites but there has been a huge increase in numbers so that by June 30, 2025 there has been a 62% increase in stray animal bites. Peak Performance also calls for a 10% reduction in owner-victim bites but there has been an increase of 32% compared to this time last year. For the Community Cat Program, in April there were 68 cats in traps calls, in May there were 73, and in June there were 58; the community cats released in April were nine, in May there were six, and in June there were 16. This exceeds last year's total numbers of cats released due to being already neutered, ear-tipped, vaccinated, and microchipped. Reasons the ACOs were unable to field RTO included 17 dogs had no contact by phone or at the residence, one had a Hawaii address, one had an El Paso address, and one had an Anthony, New Mexico address. Four dogs had chips that were not updated, three had chips that were not registered, three dogs the owners were at work and unable to retrieve them from the officer, two dogs' owners were out of town, one cat had no contact by phone or at residence, and one cat and one dog had no information from the chip company. Reasons for owner releasing animals included 14 dogs for aggression, 13 dogs for landlord did not allow them on the property, 10 kittens whose owner was unable to care for them, five dogs who kept escaping, four dogs whose owner was unable to care for them, three dogs were euthanasia requests for old age, three dogs for lifestyle changes, three dogs were sick and the owners could not afford vet care, three dogs' owner could no longer afford, two cats whose owner could no longer afford, two dogs for biting, two dogs whose owner had medical issues, two dogs were left behind by the ex-boyfriend and the ex-girlfriend could not care for them, two dogs were potentially dangerous and the owner no longer wanted them, one dog whose owner was allergic, one dog's owner was evicted and the shelter did not allow pets, one dog for behavioral issues, one dog with medical issues and was a euthanasia request, one cat was left behind by a friend and they could no longer care for it, one cat the owner claimed that it was too loud, one cat the owner was moving into a retirement home, one dog the owner moved, one cat the owner stated to the officer that she liked dogs better and she no longer wanted the cat, and finally ten chickens released because they were all ill. Calls for service for April were 1,114; May were 1,252; June were 1,238 for a total of 7,033 for the year.

5.2 Shelter Statistics/Activities - Liz Seely: Liz Seely reported the April-June 2025 numbers. Population at the Center was 218 dogs and 36 cats for a total of 254, well below the number from last year. Intake methods for April-June 2025: 1,617 dogs and 1,109 cats, with 38 other for a total of 2,764; 506 of those were owner surrenders, 20 were returned, 139 were seized or welfare holds, 703 were strays by public, 1,356 were strays by ACO, 11 wildlife, and 32 born in care. Total intake for first and second quarter is

4,915 which is about 300 more than last year, but still lower than the 2023 numbers. The reasons for the 20 returns between April and June were one dog because owner had allergies, five dogs for behavior problems, one dog for unable to afford, two dogs because landlord does not allow, two dogs for lifestyle changes, six dogs for incompatibility, two dogs for not being a good fit, and one cat for landlord does not allow. Outcomes: 462 were adopted, a bit lower than last year; reclaims were 315; rescued was 476; 249 were community cats; 1,043 which was 37.7% were euthanized; so the live release rate was 59% for this quarter. Year-to-date numbers were shown and live release number was 66.4%, which is the same as this time last year. Second quarter transfers were 473 to mostly local rescues for transfer out of state. Euthanasia reasons this quarter include timid/fear biter for dogs, which is very difficult to train the dogs out of even though the entire shelter staff is trained in the fear-free sheltering model; for cats it is mostly for respiratory signs or failure to thrive and they do not respond well to treatment. The surgery team has done 2,002 surgeries in the second quarter with 297 being in-house surgeries, 533 adoption surgeries, 837 community cats, and 335 other which are anything that is not a spay or neuter or low-cost public or rescue spays or neuters. There were over 10,000 visitors year to date. The vaccination clinics were in October 2024, February 2025, and June 2025 and they did 1,785 distemper/parvo vaccines for dogs; they did 311 feline upper respiratory vaccines; these vaccines were all sponsored by Petco Love and were free to the public. Microchips are sponsored by local businesses and in October and February there were 100 sponsored and in June there were 70, making 270 microchips available for free and 816 total were administered. Ms. Seely has heard that the Facebook ads are great. They run in both English and Spanish, and there have been over 5,000 clicks from them. The Facebook, Instagram, and website are doing well. There have been 97,000 views on the website. Views are counted by each animal looked at, so one person can generate several views. The website includes photos of all the adoptable pets as well as lost and found pets and shelter programs. The volunteers continue to be amazing. In mid-May the new Volunteer Coordinator started work. In the first month, she got 20 new volunteers. The volunteers did over 848 hours, helping with dog walking, cleaning, and other tasks at the shelter. The foster program is doing well. This quarter there were 99 active fosters in April, 97 in May, and 85 in June with an average of 180 animals in foster instead of in the shelter. Vanessa is the Foster Coordinator and is also in charge of the field trip program. Anyone wishing to foster should contact her. August will have the yearly Clear the Shelters Event in partnership with NBC and Telemundo, and all adoptions will be free for the entire month. There will be offsite events during the month. Every other Saturday there will be an event at Petco. In October, Sisbarro Volkswagen will be hosting an Oktoberfest Car Show and ASCMV will be joining that event. Once a month PetSmart will have Super Saturdays with puppy adoptions using the new adoption trailer. All the

events will be on the Facebook page under the Events tab. Dog of the week is Aisley and she is very energetic. Colorado has changed their laws regarding rescue transports which will go into effect at the end of July. Ms. Seely is unsure how much impact those new rules will have on the shelter's transports, as they may only apply to new rescues.

5.4 Committee Reports

a. **Finance - Barbara Bencomo, Committee Chair:** Barbara Bencomo reported that the Committee meets monthly to examine the financials and suggest corrections or changes needed, discuss grants, revenues, and other things.

Amy Tran, Management Analyst, reported the financials for the second quarter. Total assets are \$1,551,204; total current liabilities are \$376,536; total fund balance net position \$1,174,668; total liabilities and fund balance is \$1,551,204. Revenues are \$4,973,275 at 99.3% of projected goal; expenditures \$4,626,915 at 92.4% of projected goal. Net change in fund balance is \$346,360; fund balance beginning of the year was \$551,736; fund balance end of the current period is \$898,096. Executive Director's fund total expenditures was \$291,130 at 91.4%, well below the budget parameter. Medical Director's fund total expenditures was \$1,095,456 at 85.3%, also well below the budget parameter. Kennel Fund total expenditures is \$1,763,631 at 97.2%. Administrative Operations total expenditures is \$1,476,698 at 94.5%. There were unforeseen delays for the grants, such as vehicle repairs which affected the completion of other projects that the grants had been earmarked for. The completion of those projects has been moved to FY26 and a carryover request has been included in today's agenda.

b. **Executive – Becki Graham, Committee Chair:** Becki Graham reported that the Executive Committee has been discussing primarily the upcoming agenda items and the Executive Director search. The Committee has also been discussing adoption of the City Manager policies and updates to the personnel manual and other documents. The Executive Director Search Committee will report at October's meeting if an Executive Director has not been found.

c. **Facilities - Mary Lou Ward, Committee Chair:** Mary Lou Ward reported that Facilities Committee was only able to meet on June 5, 2025 for this quarter. There will be updates at October's meeting.

5.5 **Scott Reilly of Affion Public - Provide update on ASCMV Executive Director search:** Becki Graham introduced Scott Reilly, Affion Public. Mr. Reilly reported that his firm will be seeking an Executive Director over the

1 next few months. They have created a draft brochure for the Board to edit,
2 and it should be finalized this week. The brochure's completion will launch
3 the official search. The position will be posted in various job boards for 30
4 days, then 30 days after the closing the firm will have a short list of
5 candidates for review. The firm has been doing public sector job
6 recruitment for 20 years and in the last 18 months or so has done three
7 animal care sector recruitments. The firm will perform all the reference,
8 background, and educational checks, along with three preliminary
9 interviews and assigning written work to the candidates. Once the short list
10 is created, the firm will work with the Board to create an interview and will
11 help review the people on the list. The firm has people with experience in
12 the animal care industry on the team. The Board will be using experts in
13 the field who are not on the Board to help with the selection process.
14

15 **6. Action Items:**

16
17 **6.1 A Resolution to adopt City Manager Policies (CMPS):** Liz Seely
18 reported that this resolution is to officially adopt City Manager policies for
19 records and auditing purposes. Board Members received a pdf file with
20 those policies in question. The City's travel policies will not affect
21 transports; it is only for humans traveling on shelter business to such things
22 as conferences. The shelter has been unofficially using these policies for
23 the last several years; adopting this resolution will simply make it official.
24

25 Board Member Corran proposed an amendment that "the City's
26 Procurement Code as codified in Chapter 24 of the Las Cruces Municipal
27 Code is hereby adopted by the ASCMV Governing Board."
28

29 Motion to amend the resolution as stated above by Board Member Corran.
30 Seconded by Vice-Chair Schaljo-Hernandez. Motion passed unanimously.
31

32 Motion by Vice-Chair Schaljo-Hernandez, second by Board Member
33 Campbell. Motion passed unanimously.
34

35 **6.2 A resolution allowing for a carryover of remaining grant funds from**
36 **FY2025 in the amount of \$27,442.44 from various grants for revenues**
37 **and expenditures in Fund 7440 and to adjust the adopted FY2026**
38 **budget:** The funds are left over from two Petco Love grants used to
39 purchase the adoption trailer, repair vehicles, and install graphic wraps on
40 the vehicles.
41

42 Motion by Board Member Corran, second by Board Member Buehling
43 Gardner. Motion passed unanimously.
44

45 **7. Public Input:**
46

1 Dina D’Argo, member of the public asked about public awareness and
2 enforcement of the new animal control ordinances. She indicated that the
3 spay/neuter component is at least as important as the efforts to get the animals
4 adopted and sent to rescue. She suggested HB113 as a source of funding for
5 these programs.

6
7 Tina Dalcour, member of the public asked about diversion numbers from the City
8 and ASCMV. She plans to work on improving diversion numbers. She discussed
9 her efforts in getting lost pets returned to their owners and how effective microchips
10 are. Ms. Dalcour encouraged the Board to seek funding to do more microchipping.

11
12 **8. Chair and Board Comments:**

13
14 None.

15
16 **9. Adjournment (10:21 a.m.)**

17
18 Motion by Vice-Chair Schaljo-Hernandez, second by Board Member Corran.
19 Meeting adjourned.

20
21 **BOARD OF DIRECTORS**

22
23 _____
24 Becki Graham, Chairperson

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26 _____
27 Christopher Schaljo-Hernandez, Board Member

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29 _____
30 Joan Campbell, Board Member

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32 _____
33 Gennifer Gates, Board Member

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35 _____
36 Manuel Sanchez, Board Member

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38 _____
39 Patrick Peck, Board Member

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2		_____
3		Angelica Buehling Gardner, Board Member
4		
5		_____
6		Barbara Bencomo, Ex Officio Member
7		
8		
9		_____
10		Mary Lou Ward, Ex Officio Member
11		
12	ATTEST:	
13		
14		
15		
16		_____
17		Amanda Lopez Askin, County Clerk



2025-11

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ N/A
1st Reading:	Adopted: October 23, 2025
Drafter:	Michelle Williams
	Department: ASCMV
Title:	A RESOLUTION TO ACCEPT STATE FUNDING FROM THE NEW MEXICO BOARD OF VETERINARY MEDICINE FOR THE PURPOSES OF SPAYING AND NEUTERING, AND TO ADJUST THE FY2026 BUDGET PER EXHIBIT "A" AND EXHIBIT "B".

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

PURPOSE(S) OF ACTION:

To authorize the acceptance of state funding from the New Mexico Board of Veterinary Medicine for the purpose of supporting spay and neuter services, and to amend the Fiscal Year 2026 budget accordingly to reflect this funding.

SUPPORT INFORMATION:

[Exhibit "A" - Fund Summary](#)
[Exhibit "B" - Grant Award](#)

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

ASCMV Board

DOES THIS AMEND THE BUDGET?:

☒ Yes
☐ No

BUDGET / FISCAL IMPACT:

BUDGETED AMOUNT: AVAILABLE AMOUNT: EXPENDITURE AMOUNT:

Funding Source(s):
Board of Veterinary Medicine

Overall Budget Impact:
\$50,000 increase in budget

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

Agenda Item #7.1.

☐ Yes

☒ No

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the acceptance of state funding from the New Mexico Board of Veterinary Medicine for spay and neuter services and authorize the necessary adjustments to the FY2026 budget to allocate these funds accordingly.

2. Vote "No"; this will reject the acceptance of the state funding, and no changes will be made to the FY2026 budget or the provision of spay and neuter services through this funding source.

3. Vote to "Amend"; this will allow modifications to the resolution's language, funding details, or budgetary allocations before taking final action on whether to approve or reject the resolution.

4. Vote to "Table"; this will postpone consideration of the resolution to a later date, delaying any action on accepting the funding or adjusting the FY2026 budget.

RESOLUTION 2025-11

A RESOLUTION TO ACCEPT STATE FUNDING FROM THE NEW MEXICO BOARD OF VETERINARY MEDICINE FOR THE PURPOSES OF SPAYING AND NEUTERING, AND TO ADJUST THE FY2026 BUDGET PER EXHIBIT “A” AND EXHIBIT “B”.

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

WHEREAS by formal motion at the meeting of the State of New Mexico Board of Veterinary Medicine on August 27, 2025, the ASCMV was selected to receive funding in the amount of \$50,000 from the State of NM Animal Care and Facility Fund; and

WHEREAS this money will provide funding for costs associated with spaying and neutering services provided by the ASCMV; and

WHEREAS a budget adjustment is required to set up appropriate revenue and expenses associated with these spaying and neutering costs.

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

(I)

THAT the budget adjustment reflected in Exhibit “A” attached hereto and made part of this resolution is hereby adopted.

(II)

THAT the grant as noted in Exhibit “B” attached hereto and made part of this resolution is hereby adopted.

(III)

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.

(IV)

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

DONE AND APPROVED this day of

Agenda Item #7.1.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2025-26

Exhibit "A"

	7440 ANIMAL SERVICES CENTER 2025-26			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 599,638	0	0	599,638
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	4,993,830	4,993,830	0	4,993,830
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	40,000	40,000	0	40,000
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	75,000	102,442	50,000	152,442
Debt Service	0	0	0	0
Total Revenues	5,108,830	5,136,272	50,000	5,186,272
TOTAL RESOURCES	\$ 5,708,468	5,136,272	50,000	5,785,910
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
Internal Audit	0	0	0	0
Assistant City Manager-400	0	0	0	0
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Fleet	0	0	0	0
Assistant City Manager-500	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Quality of Life	0	0	0	0
ASCMV	0	0	0	0
Legislative Reserve	5,514,505	5,541,948	50,000	5,591,948
Total Expenditures	\$ 5,514,505	5,541,948	50,000	5,591,948
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	\$ 193,963	(405,676)	0	193,962

State of New Mexico
Board of Veterinary Medicine

MICHELLE LUJÁN GRISHAM
Governor



Lawrence D. Young, DVM
Chair

Deborah L. Schenk
Executive Director and CFO

Elizabeth Seely

Animal Services of Mesilla Valley
3543 Bataan Memorial West
Las Cruces, NM 88012

Dear Ms. Seely,

By formal motion at a meeting of the Board held on August 27, 2025, the Board of Veterinary Medicine has selected your organization for funding from the Animal Care and Facility Fund in the amount of \$50,000.00. Attached is the Spay and Neuter Services Agreement for your review and signature.

To accept the funds, you must be a State of New Mexico recognized vendor; therefore, a W-9 form must be completed according to the instructions and returned via email to martha.rivera@bvm.nm.gov. Please include a voided check for ACH or direct deposit of the funds.

Please note that the funds being awarded are from the passage of SB57. This bill will sunset (expire) in 2026, unless renewed during the 2026 legislative session. If you feel this source of funding should continue, please reach out to your representatives to voice your support.

Please give the Board office a call at the number listed below should you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah L. Schenk".

Deborah L. Schenk
Executive Director and CFO

7301 Jefferson Street, N.E., Suite H
Albuquerque, NM 87109-4363

Telephone 505.553.7021



www.bvm.nm.gov

Agenda Item #7.1.



2025-13

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ N/A
1st Reading:	Adopted: October 23, 2025
Drafter:	Michelle Williams
	Department: ASCMV
Title:	A RESOLUTION PROVIDING FOR DETERMINATION OF REASONABLE NOTICE OF MEETING DATE 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:

[Exhibit "A" - 2026 Regular ASCMV Board of Directors Meeting Schedule](#)

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

ASCMV Board

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 #7.2.

3. Vote to "Amend"; 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.

RESOLUTION 2025-13

A RESOLUTION PROVIDING FOR DETERMINATION OF REASONABLE NOTICE OF MEETING DATE 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.

(IV)

Agenda Item #7.2.

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 #7.2.

THAT ASCMV staff is hereby authorized to do all eds as 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

2026 Regular ASCMV Board of Directors Meeting Schedule

Thursday, January 22, 2026

Thursday, April 23, 2026

Thursday, July 23, 2026

Thursday, October 22, 2026





2025-12

ASCMV Action and Executive Summary

Type of Action:
☒ Resolution
☐ Ordinance
☐ TIDD Resolution

District:	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☒ N/A
1st Reading:				Adopted:	October 23, 2025		
Drafter:	Michelle Williams			Department:	ASCMV		
Title:	A RESOLUTION APPROVING THE 2026 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 2026 calendar year observed by the Animal Services Center of the Mesilla Valley.

SUPPORT INFORMATION:
[Exhibit "A" - Holiday / Closure Schedule](#)

PLAN(S):
None

COMMITTEE/BOARD REVIEW:
ASCMV Board

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.

RESOLUTION 2025-12

A RESOLUTION APPROVING THE 2026 HOLIDAY/CLOSURE SCHEDULE FOR THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY.

The City Council is informed that:

WHEREAS, the ASCMV deems necessary to establish a Holiday/Closure schedule for the 2026 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 #7.3.

APPROVED

ATTEST:

Moved by:

Seconded by:

AYES

NAYS

ASCMV 2026 HOLIDAY/CLOSURE SCHEDULE

January 1, 2026 through December 31, 2026

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
New Year's Day	Thursday, January 1, 2026	Closed
Martin Luther King Jr. Day	Monday, January 19, 2026	Closed
President's Day	Monday, February 16, 2026	Closed
Easter	Sunday, April 5, 2026	Closed
Memorial Day	Monday, May 25, 2026	Closed
Juneteenth Independence Day	Friday, June 19, 2026	Closed
Independence Day	Saturday July 4, 2026	Closed
Labor Day	Monday, September 7, 2026	Closed
Indigenous Peoples' Day	Monday, October 12, 2026	Closed
Veterans Day	Wednesday, November 11, 2026	Closed
Thanksgiving Day	Thursday, November 26, 2026	Closed
Christmas Day	Friday, December 25, 2026	Closed

FLOATING HOLIDAYS

2-8 hour days for full time employees

2-4 hour days for part time employees

Thanksgiving Holiday	Friday, November 29, 2026	Open
Winter Holiday	Saturday, December 24, 2026	Open

