



AGENDA



Animal Services Advisory Commission

6 p.m. Tuesday, November 3, 2015

City Hall, Executive Conference, 800 Municipal Dr., Farmington, New Mexico

I. Roll Call

II. Meeting Minutes Approval

- A. Regular Meeting – September 1, 2015

III. Unfinished Business

- A. Action Items - None
- B. Discussion Items
 - 1. Aztec Fiscal Information
 - 2. City & State Agencies To Promote Spay & Neuter Programs

IV. New Business

- A. Action Items – None
- B. Discussion Items
 - 1. Goals for Animal Services Advisory Commission
 - 2. Shelter's Business Plan

V. Department Business

- A. Parks, Recreation, & Cultural Affairs; Cory Styron, Director
 - 1. Shelter Agreements
- B. Farmington Regional Animal Shelter; Stacie Voss, Welfare Director
 - 1. NM Humane Conference
 - 2. Shelter Reports

VI. Commissioner 's Business

VII. Business from the Floor

VIII. Adjournment

Kennel Statistics Report

Intakes from 07/01/14 to 06/30/15

		CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
CONFISCATE	AZTEC	1	1	0	0	1	3
	BLOOMFIEL	0	3	0	0	0	3
	COUNTY	2	11	3	2	0	18
	TOTAL	3	15	3	2	1	24
DISPO REQ	AZTEC	2	2	2	15	1	22
	BLOOMFIEL	0	1	0	0	0	1
	COUNTY	1	5	0	1	0	7
	TOTAL	3	8	2	16	1	30
EUTH REQ	AZTEC	25	98	11	1	28	163
	BLOOMFIEL	3	2	0	0	0	5
	COUNTY	21	62	0	3	4	90
	TOTAL	49	162	11	4	32	258
FOSTER	AZTEC	0	4	0	0	0	4
	COUNTY	0	0	0	0	1	1
	TOTAL	0	4	0	0	1	5
OWNER SUR	AZTEC	84	102	110	10	61	367
	BLOOMFIEL	13	24	28	1	17	83
	COUNTY	88	152	138	3	64	445
	TOTAL	185	278	276	14	142	895
RABIES OBS	AZTEC	1	3	1	0	0	5
	BLOOMFIEL	1	6	0	0	0	7
	COUNTY	1	30	0	0	1	32
	SURGERY	0	1	0	0	0	1
	TOTAL	3	40	1	0	1	45
RETURN	AZTEC	22	99	0	0	17	138
	BLOOMFIEL	0	1	0	0	0	1
	COUNTY	2	6	0	0	2	10
	SURGERY	1	6	0	0	0	7
	TOTAL	25	112	0	0	19	156
STRAY	AZTEC	197	309	90	41	93	730

		CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
TRAY	BLOOMFIEL	98	118	19	4	14	253
	COUNTY	431	557	203	18	152	1,361
	SURGERY	4	9	0	0	2	15
	TOTAL	730	993	312	63	261	2,359
URGERY	AZTEC	15	25	5	0	1	46
	BLOOMFIEL	0	1	0	0	0	1
	COUNTY	5	9	1	0	2	17
	SURGERY	393	687	102	0	117	1,299
	TOTAL	413	722	108	0	120	1,363
RANSFER	AZTEC	0	4	0	0	4	8
	BERNALILLI	0	55	0	0	13	68
	TOTAL	0	59	0	0	17	76
TOTAL		1,411	2,393	713	99	595	5,211

NET ANIMALS IN
 3560 ~~3560~~ IN
 1837 SURV
 51 ~~45~~ % E RATE

Kennel Statistics Report
Outcomes from 07/01/14 to 06/30/15

		CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
	AZTEC	2	1	0	1	7	11
	BLOOMFIEL	0	1	0	0	0	1
	COUNTY	0	0	0	0	1	1
	TOTAL	2	2	0	1	8	13
ADOPTION	AZTEC	26	41	23	10	22	122
	BERNALILLI	0	8	0	0	2	10
	BLOOMFIEL	4	20	3	1	3	31
	COUNTY	24	68	35	7	55	189
	TOTAL	54	137	61	18	82	352
REMED	AZTEC	6	3	3	6	2	20
	BLOOMFIEL	0	0	1	0	1	2
	COUNTY	1	3	3	0	0	7
	TOTAL	7	6	7	6	3	29
DISPOSAL	AZTEC	5	1	11	12	0	29
	BERNALILLI	0	1	0	0	0	1
	BLOOMFIEL	2	1	1	0	1	5
	COUNTY	6	8	7	3	1	25
	TOTAL	13	11	19	15	2	60
DEATH	AZTEC	235	146	159	13	55	608
	BERNALILLI	0	18	0	0	7	25
	BLOOMFIEL	104	24	28	1	22	179
	COUNTY	467	204	273	14	65	1,023
	SURGERY	0	2	0	0	0	2
	TOTAL	806	394	460	28	149	1,837
FOSTER	AZTEC	0	0	0	2	0	2
	TOTAL	0	0	0	2	0	2
HOME EXP	AZTEC	29	77	2	0	11	119
	BLOOMFIEL	1	3	0	0	1	5
	COUNTY	11	14	3	0	6	34

		CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
HOME EXP	SURGERY	398	701	104	0	118	1,321
	TOTAL	439	795	109	0	136	1,479
MISSING	AZTEC	2	0	0	0	0	2
	BLOOMFIEL	1	0	0	0	0	1
	COUNTY	2	1	0	0	0	3
	TOTAL	5	1	0	0	0	6
RELOCATE	AZTEC	6	0	0	17	0	23
	BLOOMFIEL	0	0	0	1	0	1
	COUNTY	8	0	0	0	0	8
	TOTAL	14	0	0	18	0	32
ADOPT	AZTEC	13	240	0	2	18	273
	BLOOMFIEL	2	69	1	1	3	76
	COUNTY	7	274	7	1	16	305
	SURGERY	0	1	0	0	1	2
	TOTAL	22	584	8	4	38	656
TRANSFER	AZTEC	9	129	12	0	70	220
	BERNALILLI	0	35	0	0	8	43
	BLOOMFIEL	2	40	8	1	13	64
	COUNTY	16	258	10	3	85	372
	TOTAL	27	462	30	4	176	699
TOTAL		1,389	2,392	694	96	594	5,165

Animals Left In Shelter on 06/30/15: 222

Farmington Regional Animal Shelter

Business Plan

FY 15-17



Stacie Voss, Animal Welfare Director

November 2014

Key Statistics

Budget- \$1,152,000

Funding Sources- 101, 214, County Funding

11 Full-time regular employees

15 Temporary Employees

7,000+ animal intake per year

Current Status

The Farmington Regional Animal Shelter (FRAS) is a division of the Parks, Recreation and Cultural Affairs (PRCA) Department with the City of Farmington, NM. This business plan encompasses the plan for FRAS to go from a "dog pound" mentality to an animal welfare organization. FRAS recently moved into a 14,500 square foot facility to accommodate this vision. FRAS has a yearly intake of approximately 7,000 animals per year and services the City of Farmington as well as San Juan County. FRAS offers services for animal adoption, stray reclaim, rabies quarantine, low cost spay and neuter services as well as opportunities for volunteering and community service.

The new facility was opened to the public on December 6th 2013. An on-staff veterinarian was hired in February 2014. The additional staff as well as the new building has allowed FRAS to reach for the goal of increasing the live release rate (how many animals leave the shelter alive, whether transferred to other organizations, adopted out or returned to their owners). FRAS also started a low cost spay and neuter program to address the over-population problem. Currently the majority of animals are being transferred to other organizations due to low adoption rates as well as disproportionately high intake.

Strengths-Weaknesses-Opportunities-Threats

Strengths	Weaknesses
Passion to do good things for the animals	Communication
Leadership team chemistry	Shortness of man-power
Safety Conscious	Training
Ability to save lives	Negative attitude that comes from stress
Problem solving skills	Resistance to change
Strong sense of teamwork	Lack of industry exposure

Opportunities	Threats
Potential for growth	Budget Cuts
Expansion of community programs	Lack of consistent resources
Staff education and training	Public perception
Management training	Seasonality
Employee Recognition	Burnout/compassion fatigue
Technology Usage	Turnover
Community Partnerships	

Vision

The City of Farmington Department of Parks, Recreation and Cultural Affairs (PRCA) is dedicated to providing the opportunity for citizens to play, to laugh, to grow, to learn and to engage in enriching their quality of life.

Mission

The mission of the Farmington Regional Animal Shelter is to improve the quality of life in the City of Farmington by providing a comprehensive and compassionate service to the animals of the region through temporary care, safe shelter, and placement opportunities while maintaining the well-being of animals in the shelter.

Motto

Growing a happy, healthy community for all.

Values

These are the values that we wish to exhibit in all of our relationships and transactions. These are the core values for our culture.

Excellent Customer Service	Professional
Teamwork	Integrity
Perseverance	Vision
Communication	Trust
Leadership	Humor

Objectives/Goals

With new leadership and a new facility in place the potential for growth for FRAS is unlimited. Due to this potential, 3 specific goals and objectives will be outlined below that should help create a strong core for the organization. These goals and objectives should create a base for both staff and the public expectations to allow growth in other areas.

1. Update Policy and Procedures for entire shelter, creating a comprehensive document

MEASUREMENT:

- a) Policy and Procedures for each specific area of the shelter; animal care, customer service, community programs and medical
- b) Reference manual for kennel techs for training and special cases such as parvovirus or ringworm
- c) Employee Handbook that covers specific issues such as time off and uniforms

2. Increase Adoptions by 10%

Adoptions for calendar year of 2013 were 1,441 and 2014 were 1,800+. By the end of 2015 the goal is to reach 2,000 adoptions or more.

MEASUREMENT:

- a) Create a marketing calendar for special events as well as promotions or discounts to encourage adoptions
- b) Attend outside adoption events as much as possible to promote the shelter and adoptions
- c) Market animals through social media as well as traditional media
 - a. Currently run "Pet of the Week" in the Daily Times
 - b. Talk about specific pets weekly on 2 radio stations
 - c. Facebook following of 2,700
 - d. Future
 - i. Twitter or Instagram Account
 - ii. Better descriptions in PetPoint/Petango
 - iii. Better usage of non-profit partners in helping to share animal's stories

3. Euthanasia for medical or behavioral reasons only (no space euthanasia).

MEASUREMENT:

- a) Maintain transfer program
 - a. Recruit volunteer drivers
 - b. Maintain relationships with partners
 - c. Find additional transfer partners if possible
 - d. Work with the Regional Shelter Foundation to procure a larger transport vehicle
- b) Increase foster program
 - a. Recruit Fosters:
 - ii. Hand out brochures at all of our public events
 - iii. Continue to talk about program during our regular media events
 - iii. Patron Mail
 - iv. Work with animal related groups to help recruiting efforts
 - b. Hold foster orientations
- c) Increase adoptions: (see above)

4. Address Overpopulation numbers with a public spay/neuter program that assists lower income individuals

The public spay/neuter program was started in April 2014. Approximately 500 surgeries were done in 2014.

MEASUREMENT:

- a) Increase surgery capacity to 1,500 surgeries per year
 - a. Emancipet "Turn Up the Volume" Training
 - b. Continuing Education for veterinarian and veterinarian technician focusing on high volume/high quality spay and neuter
 - c. Targeted marketing to promote S/N services as well as the importance of spay/neuter to the general public

b) Increase surgery numbers by approximately 10% every year through 2017

5. Evaluate and development parameters for a voluntary pet registration program

MEASUREMENT:

- a) Develop scope of services
- b) Cost analysis of voluntary registration program
 - a. Staff time
 - b. Upgraded software management system
 - c. Materials and marketing

November '15 Board Report

November Intakes	Dog	Cat	Total
Owner Surrender	138	83	221
O/S Return	6	2	8
Seized	9	0	9
Stray	153	139	292
Total	306	224	530

YTD Intake	Dog	Cat	Total
Beginning Count	143	257	400
Owner Surrender	666	710	1376
O/S Return	22	16	38
Seized	31	3	34
Stray	969	1053	2022
Total	1831	2039	3870
Others- rodents, birds, turtles			17

November Outcomes	Dog	Cat	Total
Adoption	97	87	184
RTO	53	5	58
Transfer	93	17	110
Euthanasia	42	90	132
(-) Owner Requested	-14	-5	-19
Died	6	8	14
Total	277	202	479

YTD Outcomes	Dog	Cat	Total
Adoption	592	446	1038
RTO	319	19	338
Transfer	483	270	753
Euthanasia	252	871	1123
(-) Owner Requested Euth	-64	-31	-95
Died	15	76	91
Missing	12	19	31
Total	1609	1670	3279

Live Release Rate	Dog	Cat	Total
Live Release Rate MTD	85%	56%	72%
Live Release Rate YTD	85%	54%	69%

* Taking in ~ 18 animals/day
 * Adopting out ~6 animals/day
 * Euth ~4 animals/day

Jurisdiction Breakdown	Dog	Cat	Total	YTD Total	YTD %
City	163	128	291	1872	54%
County	86	56	142	970	28%
Navajo Nation	42	38	80	502	14%
Out of County	0	0	0	16	<1%
Out of State	15	2	17	42	1%
Unknown				18	<1%

Spay/Neuter Surgeries	City	County	NN	Total	YTD Total
Dogs	18	24	2	44	266
Cats	20	35	2	57	261
Total	38	59	4	101	524
Free Surgeries				93	443

October 2015 Board Report

October Intakes	Dog	Cat	Total
Owner Surrender	116	163	279
O/S Return	1	3	4
Seized	2	0	2
Stray	209	226	435
Total	328	392	720

YTD Intake	Dog	Cat	Total
Beginning Count	143	257	400
Owner Surrender	528	627	1155
O/S Return	16	14	30
Seized	22	3	25
Stray	816	915	1731
Total	1525	1816	3341
Others - rodents, birds, turtles			15

October Outcomes	Dog	Cat	Total
Adoption	130	89	219
RTO	68	3	71
Transfer	100	73	173
Euthanasia	48	205	253
(-) Owner Requested	-15	-4	-19
Died	1	13	14
Total	332	379	711

YTD Outcomes	Dog	Cat	Total
Adoption	495	359	854
RTO	266	14	280
Transfer	390	253	643
Euthanasia	210	781	991
(-) Owner Requested Euth	-50	-26	-76
Died	9	68	77
Missing	10	13	23
Total	1330	1462	2792

Live Release Rate	Dog	Cat	Total
Live Release Rate MTD	85%	44%	63%
Live Release Rate YTD	86%	53%	68%

- * Taking in ~ 23 animals/day
- * Adopting out ~7 animals/day
- * Euth ~8 animals/day

Jurisdiction Breakdown	Dog	Cat	Total	YTD Total	YTD %
City	203	213	416	1582	54%
County	75	125	200	828	28%
Navajo Nation	55	47	102	422	14%
Out of County	1	7	8	16	<1%
Out of State	1	0	1	25	1%
Unknown	1	0	1	18	<1%

Spay/Neuter Surgeries	City	County	NN	Total	YTD Total
Dogs	18	24	5	47	222
Cats	18	25	1	44	201
Total	36	49	6	91	423
Free Surgeries				76	350

September '16 Board Report

5 Foster
250 Births

September	Dog	Cat	Total
Owner Surrender	149	180	329
O/S Return	3	3	6
Seized	9	0	9
Stray	155	237	392
Total	316	420	736

Five
495
414
2359

YTD Intake	Dog	Cat	Total
Beginning Count	143	257	400
Owner Surrender	412	457	869
O/S Return	15	11	26
Seized	20	3	23
Stray	605	689	1294
Total	1195	1417	2612
Others- rodents, birds, turtles			9

September Outcomes	Dog	Cat	Total
Adoption	99	68	167
RTO	58	2	60
Transfer	95	31	126
Euthanasia	50	250	300
(-) Owner Requested	-11	-11	-22
Died	2	15	17
Total	293	355	648

352
1514
1467
1037
29

YTD Outcomes	Dog	Cat	Total
Adoption	365	270	635
RTO	198	11	209
Transfer	289	179	468
Euthanasia	160	575	735
(-) Owner Requested Euth	-35	-22	-57
Died	8	54	62
Missing	9	8	17
Total	994	1075	2069

Live Release Rate	Dog	Cat	Total
Live Release Rate MTD	84%	40%	57%
Live Release Rate YTD	86%	56%	70%

- * Taking in ~ 24.5 animals/day
- * Adopting out ~ 5 animals/day
- * Euth ~ 10 animals/day

Jurisdiction Breakdown	Dog	Cat	Total	YTD Total	YTD %
City	190	238	428	1166	53%
County	69	125	194	628	28%
Navajo Nation	45	55	100	320	14%
Out of County	2	0	2	8	<1%
Out of State	9	2	11	24	1%
Unknown	1	0	1	18	<1%

Spay/Neuter Surgeries	City	County	NN	Total	YTD Total
Dogs	25	29	6	60	175
Cats	28	16	3	47	157
Total	53	45	9	107	332

Free Surgeries						81		274
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1. The first part of the document discusses the importance of maintaining accurate records of all medical procedures performed on patients. This includes not only the type of procedure but also the date, time, and location of the procedure, as well as the names of the medical staff involved.

2. The second part of the document discusses the importance of ensuring that all medical procedures are performed in a safe and effective manner. This includes following established protocols and guidelines, as well as ensuring that all medical staff are properly trained and qualified to perform the procedures.

3. The third part of the document discusses the importance of ensuring that all medical procedures are performed in a timely and efficient manner. This includes ensuring that all necessary resources are available and that the procedures are performed in a streamlined and organized manner.

4. The fourth part of the document discusses the importance of ensuring that all medical procedures are performed in a cost-effective manner. This includes ensuring that all necessary resources are used efficiently and that the procedures are performed in a way that minimizes waste and expense.

ARTICLE 8. - ANIMAL SERVICES ADVISORY COMMISSION

Sec. 6-8-1. - Created.

The animal services advisory commission of the City of Farmington is hereby created.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-2. - Purpose.

The purpose of the animal services advisory commission shall be to advise the mayor, city council, director of parks, recreation and cultural affairs (PRCA) and animal welfare director upon all phases of the operation and maintenance of City of Farmington animal services, including the animal shelter and animal control. The commission may also recommend to and advise the parks, recreation and cultural affairs commission on animal matters and the budgeting and expenditure of operational and capital funds for the animal shelter and animal control services.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-3. - Duties.

The animal services advisory commission is an advisory commission only whose recommendations shall not be binding upon the city. The commission shall review and recommend procedures and protocol related to animal welfare, animal cruelty and neglect, education and outreach regarding animal issues, adoptions and establishing foster care homes for animals, animal population control policies including spay and neuter, and shall coordinate and develop partnerships between the city and other animal organizations. The commission shall keep itself educated and informed on animal issues, including recent studies and developments concerning animal control, care and treatment, and adoption. It shall also be the duty of the commission to help the city maintain good communication with the public on animal issues, to educate the public, and to receive comments from the public, particularly comments on city provided animal shelter or animal control services.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-4. - Membership.

The animal services advisory commission shall consist of seven members, all of whom shall serve staggered three-year terms. Appointments to the commission will be made by the mayor, with confirmation by the council. One member shall represent the San Juan Animal League, one member shall represent the humane society of the four corners and one member shall be a veterinary professional.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-5. - Officers.

The animal services advisory commission shall annually elect a chairperson and a chairperson pro tem from among its membership. The chairperson or chairperson pro tem shall vote unless disqualified due to conflict of interest.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-6. - Meetings.

The animal services advisory commission shall hold a regular meeting each month, shall keep

meeting minutes and operate in accordance with the Open Meetings Act.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-7. - Quorum.

The animal services advisory commission may conduct an official meeting with four members present. A majority vote of such quorum shall suffice for the transaction of business.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-8. - Compensation.

The members of the animal services advisory commission shall be paid no salary for their service as members of the commission, however, members shall be entitled to per diem and mileage for authorized travel as allowed to other city boards and commissions.

(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-9. - Removal.

Members serve at the pleasure of the mayor and may be removed at any time by the mayor.

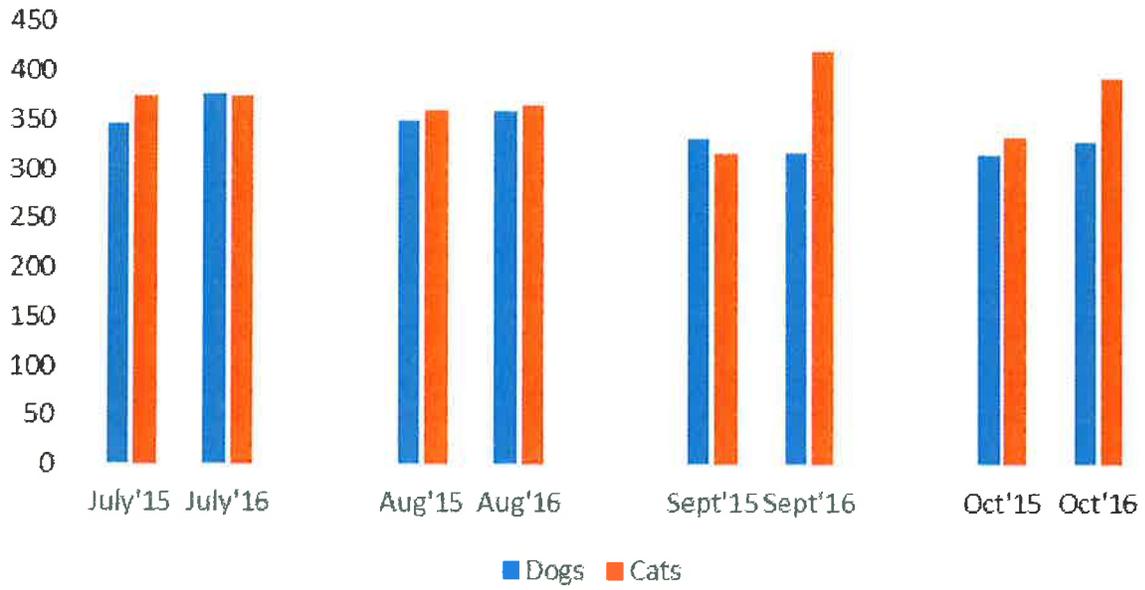
(Ord. No. 2014-1273, § 8, 12-9-14)

Sec. 6-8-10. - Vacancies.

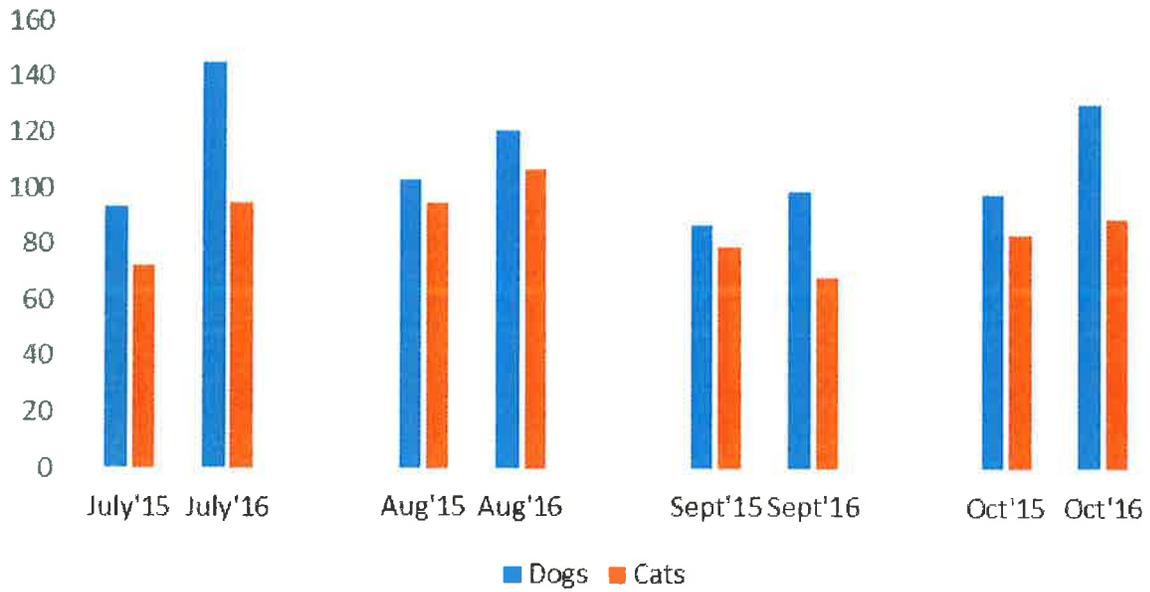
Vacancies occurring in membership of the commission shall be filled by appointment of the mayor and confirmed by the city council for the remainder of the unexpired term of such member.

(Ord. No. 2014-1273, § 8, 12-9-14)

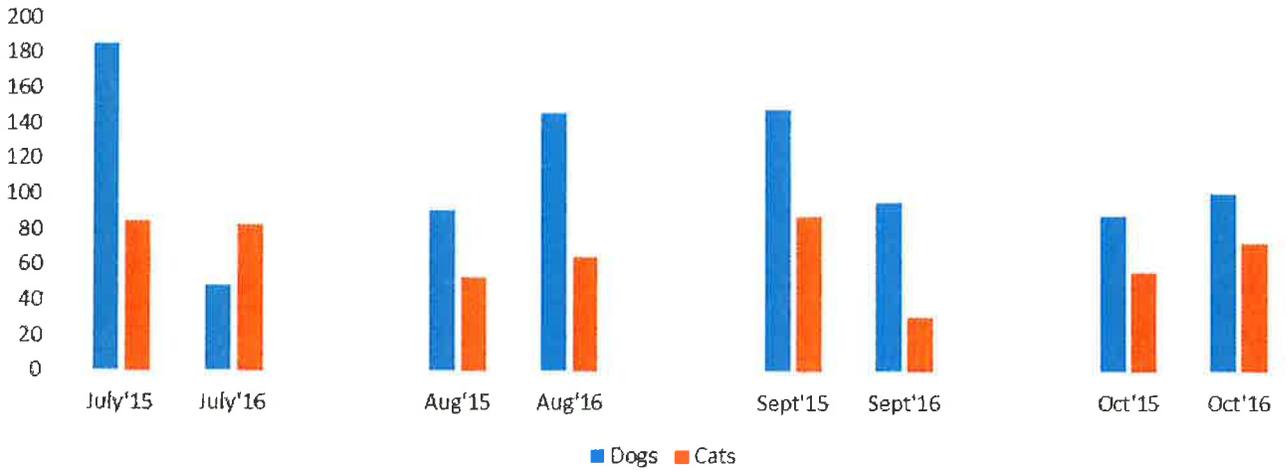
Animal Intake FY'15 & FY'16



Adoptions FY'15 & FY'16



Transfers FY'15 & FY'16



Euthanasia FY'15 & FY'16

