

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Animal Services

AGENDA DATE: April 16, 2019

CONTACT PERSON NAME AND PHONE NUMBER: Paula Powell, 212-8703

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: Goal 8: Nurture and Promote a Healthy, Sustainable Community

SUBJECT:

Report on award of \$500,000 from the PetCo Foundation for the City's Department of Animal Services Development of the CATZ (Cats at the Zoo) café and catio and adoption center

BACKGROUND / DISCUSSION:

Grant award in the amount of \$500,000 from PetCo for development of the CATZ (Cats At The Zoo) café and catio and adoption center located at the El Paso Zoo.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

2018 Grant Cycle

Animal Sheltering and Adoptions: 2018 Application

City of El Paso Animal Services

Ms. Patricia Degman
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El Paso, TX 79906

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Ms. Patricia Degman

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Application Form

General Information

Grant Cycle Name*

Please name this request **2018 Grant Cycle**.

2018 Grant Cycle

We prefer to make investments rather than denying them! To ensure your organization is considered for support we urge you to read the Grant Application Instructions prior to completing this application. Failure to accurately complete the application in accordance with the instructions will result in a denial of your request: Throughout this application please provide data based on the year **2017**.

Grant Application Instructions

Organization type*

This application is for animal sheltering and pet adoption organizations. Please refer to the Application Instructions for more detail and select the organization type that best describes your operations and note that "other" organization types are unlikely to qualify for an investment:

Animal Control agencies & nonprofit organizations responsible for animal control sheltering

Organization type, other

If you selected "other" organization type above, please describe:

Operations: Animal Intakes and Outcomes

In this section please enter animal intake and outcome data for 2017

For the 2017 calendar year, please indicate the number of dogs, cats and any other animal placed up for adoption in each category below for the calendar year. Do not include wildlife or DOA.

We strongly urge you to access and utilize the Animal Data Worksheet to ensure your data accuracy prior to completing the section below.

Animal Data Worksheet (Excel)

IMPORTANT:

This application is for animal welfare organizations that provide sheltering and adoption services (in addition to

other services). Your organization must have data to input in this section in order to proceed.

NOTES:

You may save your work and complete this section at a later date. Simply select the option to save (and not submit) at the end of the application.

ANIMALS ON-HAND - STARTING COUNT: If your organization does not handle dogs, cats, or other animals enter "0" in the applicable fields.

On-hand: cats in care as of January 1st*

15

On-Hand: dogs in care as of January 1st*

278

On-Hand: other animals in care as of January 1st*

158

LIVE ANIMAL INTAKES: If your organization does not take in dogs, cats, or other animals enter "0" in the applicable fields.

Intakes: stray cats*

8563

Intakes: stray dogs*

5164

Intakes: stray other animals (excluding wildlife)*

0

Intakes: owner surrendered cats*

483

Intakes: owner surrendered dogs*

1662

Intakes: owner surrendered other animals (excluding wildlife)*

0

Intakes: cats transferred in*

29

Intakes: dogs transferred in*

27

Intakes: other animals transferred in (excluding wildlife)*

0

Intakes: cats, other intake types*

Other cats received that do not fit in the categories above. Please provide additional information the text box below.

1592

Intakes: dogs, other intake types*

Other dogs received that do not fit in the categories above. Please provide additional information the text box below.

9840

Intakes: other animals, other intake types*

Other animals received that do not fit in the categories above. Please provide additional information the text box below.

0

TOTAL cats received/cared for*

Sum of Cats On-Hand Starting Count and Cat Intake fields above.

10682

TOTAL dogs received/cared for*Sum of Dogs On-Hand Starting Count and Dog Intake fields above.

16971

TOTAL other animals received/cared for*Sum of Other Animals On-Hand Starting Count and Other Animal Intake fields above.

158

TOTAL all animals received/cared for*Sum of total cats, total dogs, and total other animals received/cared for fields.

27811

ANIMAL OUTCOMES: If your organization does not handle dogs, cats, or other animals enter "0" in the applicable fields.

Outcomes: cats adopted*

2826

Outcomes: dogs adopted*

5412

Outcomes: other animals adopted*

0

Outcomes: cats returned to owner*

92

Outcomes: dogs returned to owner*

3475

Outcomes: other animals returned to owner*

0

Outcomes: cats transferred out*

742

Outcomes: dogs transferred out*

3016

Outcomes: other animals transferred out*

45

Outcomes: cats died in care*

708

Outcomes: dogs died in care*

287

Outcomes: other animals died in care*

0

Outcomes: cats euthanized*

1820

Outcomes: dogs euthanized*

4030

Outcomes: other animals euthanized*

0

Outcomes: cats, other outcome types*

Other cat outcomes that do not fit in the categories above. Please provide additional information the text box below.

4433

Outcomes: dogs, other outcome types*

Other dog outcomes that do not fit in the categories above. Please provide additional information the text box below.

474

Outcomes: other animals, other outcome types*

Other non-dog and cat animal outcomes that do not fit in the categories above. Please provide additional information the text box below.

0

ANIMALS ON-HAND - ENDING COUNT: If your organization does not handle dogs, cats, or other animals enter "0" in the applicable fields.

On-hand: cats in care as of December 31st*

61

On-hand: dogs in care as of December 31st*

277

On-hand other animals in care as of December 31st*

113

TOTAL cat outcomes*

Sum of all Cat Outcome and Cats On-Hand Ending Count fields above.

10682

TOTAL dog outcomes*

Sum of all Dog Outcome and Dog On-Hand Ending Count fields above.

16971

TOTAL other animal outcomes*

Sum of all Other Animal Outcome and Other Animal On-Hand Ending Count fields above.

158

TOTAL all animal outcomes*

Sum of total cat, total dog, and total other animal outcome fields.

27811

VALIDATION*

TOTAL animals received/cared for MUST equal your TOTAL outcomes (see instructions and use the Animal Data Worksheet).

- Total "Received/Cared For" includes your on-hand count at the beginning of the year
- Total "Outcomes" includes your on-hand count at the end of the year.

Please verify that these two numbers are equal and the values indicated for the various categories add up correctly prior to proceeding.

Yes

Describe other intake types

If you had Other Intake Types, please describe the other methods of receiving those animals (remember to exclude DOA animals):

Owner intended euthanasia, born in care, community cats, quarantines, return quarantines, returned adoptions

Describe other outcome types

If you had Other Outcome Types, please describe the other methods by which those animals exited your care (remember to exclude DOA animals):

Return to Field (TNR), lost in care, owner intended euthanasia

Operations: Spay and Neuter Activities

Please indicate the total number of surgeries performed on shelter animals, publicly owned animals, and community/feral cats. Then enter the total number of surgeries performed, which should equal the three categories added together. Enter "0" for any category in which no surgeries were performed.

Shelter animal surgeries*

Number of shelter animal spay and neuter surgeries:

9350

Publicly owned animal surgeries*

Number of public animal spay and neuter surgeries:

894

Feral or community cat surgeries*

Number of feral or community cat spay and neuter surgeries: (Enter animals not otherwise included in shelter or public surgeries, do not double count)*

3457

Total spay and neuter surgeries*

Total number of spay and neuter surgeries: (total should equal shelter + public + feral/community surgeries)

13701

Financial Information

Please take care to refer to your Form 990 tax returns or financial documents for accurate information. Incorrect information in this section can cause your application to be denied.

Total 2017 expenses*

If you are a nonprofit, please provide the amount listed on the total expenses line of your 2017 Form 990 or last fiscal year. If you do not file a 990, locate the total expenses line on your prepared financial statement.

If you are a government agency, please provide the amount of funding allocated for all animal sheltering, animal care, and other expenses. Please do not provide the entire budget for your municipality or department. If you do not have a published animal sheltering budget, you will need to provide us your internal operational budget for animal welfare services.

\$9,724,236.00

Total 2017 revenue*

If you are a nonprofit, please provide the amount listed on the *total revenue* line of your 2017 Form 990 or last fiscal year. If you do not file a 990, locate the total expenses line on your prepared financial statement.

If you are a government agency, *your revenue consists of all government funding provided, plus all other grants, donations, and fees for service or other payments received*. Please provide your total revenue amount for 2017 or your last fiscal year. Revenue cannot equal zero but must at least be equal to your expenses.

\$10,900,778.14

Portion of revenue funded by government*

Please enter an amount for the portion of **total revenue** that is direct funding from local or state government including any contracts, grants or other payments.

- If you perform animal control sheltering, and **do not** receive any government funding, enter "0" and please explain why below.
- If you do not perform animal control services, and do not receive any government funding, enter "0".

\$2,756,724.00

Zero government funding explanation

If your organization provides animal control sheltering or animal control services per local ordinances, and receives "0" government funding, please explain your situation.

Operations: Transfer Partnerships

Transfers*

Do you transfer animals to or from other organizations?

Yes, we primarily transfer animals out to other organizations

Transfers from animal control*

Do you transfer in animals from your local animal control shelter(s)?

No, we are the local animal control shelter

Top 3 transfer partners

Please provide the full name and address of your top three transfer partners, and the approximate number of animals transferred in or out per group. Indicate whether or not the organization is an animal control shelter local to your organization.

Humane Society of El Paso at 4991 Fred Wilson Ave, El Paso, TX 79906 (2454 animals)

Tulsa Humane Society at 6232 E. 60th St, Tulsa, OK 74135 (509 animals)

Enchanted Pass (235 animals)

Forever Homes at 700 1st St, Unit 746, Alamogordo, NM 88310 (220 animals)

Your local animal control organization*

What is the name of your primary local animal control organization? *Enter "N/A" if your organization is the local animal control organization.*

N/A

Operations: Other Information

Total number of days CLOSED for adoptions*

Indicate the total number of days you are CLOSED for adoptions, or if a foster-based organization, indicate the number of days in which you *do not meet with adopters* (ie holidays, weekdays, etc).

3

Extended hours*

Number of weekend hours and weekday hours after 5pm OPEN for adoptions during a typical week (excluding any holiday weeks). *Foster-based organizations please indicate "0"*.

340

Average DOG adoption fees*

0-25

Average CAT adoption fees*

0-25

Foster care

In the previous year, how many cats, dogs and other animals did you place in foster care? Enter "0" if none.

Cats placed in foster care*

1825

Dogs placed in foster care:*

1825

Other animals placed in foster care*

0

Adoption time frame*

The typical time period for an animal to be given to adopter after completing the application is:

Within three days

If not same day, please indicate reason(s)

Check all that apply

Spay/neuter surgery

Compatibility check with other animals

Other reason not same day

If you selected "Other" above, please specify reason

Adoption approvals*

What is the estimated percentage of adoption applications submitted that are approved?

Greater than 90%

Adoption locations*

Please indicate total number of off-site locations (other than your shelter(s) if you have one) where animals are regularly showcased for adoption. Showcasing pets in a Petco store or other retailer would be considered an off-site location.

3

Location

Please provide business name, city and state of the location of any adoption centers excluding your own shelter.

(2) Petco Stores in El Paso, TX
Mobile Adoption Van owned by Animal Services

Shelter software*

What shelter software do you use to track your animal handling information?

PetPoint

Other software

If you selected "Other" above, please indicate name of shelter tracking software used.

Shelter statistics*

Please let us know if you publish statistics on your website at least annually similar to the information listed in the **Animal Intakes and Outcomes** section of this application or in format as established by the Asilomar Accords, Shelter Animals Count or a similar format listing a break-down of your incoming and outgoing statistics.

Yes

Shelter Animals Count*

Does your organization submit data to Shelter Animals Count (shelteranimalscount.org)?

Yes

Investment Purpose

As one of the nation's largest funders of animal welfare causes, the Petco Foundation seeks to support organizations that continually endeavor to achieve a high standard of doing more, and are determined to save as many lives as possible with our lifesaving investments.

Investment purpose(s)*

Should the Petco Foundation select your organization for a lifesaving investment, please indicate how you intend to use the funds provided. You may select up to, but no more than THREE choices:

Adoption promotion (adoption marketing and sponsorship of adoption events)
General equipment
Training and education

Use of investment*

Please describe how an investment made in the purposes described above will help your organization achieve its lifesaving goals and objectives. Provide specific details for each purpose.

Animal Services of El Paso would like to partner with the Petco Foundation in offering an innovative means of saving lives. We would like to open an adoption center within the El Paso Zoo. This center will be the first-of-its-kind in the entire nation. The "Cat Cafe" would have multiple benefits. First, it would provide our organization with its first satellite adoption center not to include our mobile adoption van and those within two Petco locations. Over 315,000 people visited the zoo last year. This translates to the number of people whom would potentially visit the location and drives awareness of our mission, and messages such as the importance of spay/neuter and microchips. Zoo visitors will have the opportunity to interact, hands-on, directly with the felines in a lounge-like atmosphere. This will further enhance the visitor experience at the zoo while conveying the messages that align with the vision of Animal Services. There is existing building with a glass front that measures 50ft x 30ft, has a 12ft x 15ft alcove with two glass sides, office space, a storage area and restrooms. We would like to retrofit this building with a secondary containment feature for the purpose of not letting the cats that are roaming free in the lounge to get out. Furthermore, cat friendly furniture (sofas, patio sets, desks, recliners and lounge chairs), Shore-line Kat Play and Sleep banks, enrichment devices such as scratching posts, perches/trees, condos and tunnels will be purchased so that visitors can experience the cats in their most natural states. Cat supplies such as litter, food and toys will also need to be obtained. The satellite adoption center will be managed by existing Animal Services staff and hopes to have 50 cats per month adopted.

Suggested amount*

The Petco Foundation uses the information provided in your application to evaluate your organization's effectiveness and efficiency against your peers in the field, what we call your Lifesaving Rate of Return (LRR). Investment amounts are determined through a combination of your LRR, the number of sheltered/rescued animals impacted, and your organization's partnership with the Petco Foundation. Please provide a suggested grant amount in the box below. Keep in mind that your grant award, based on our evaluation of your organization, may differ from your suggested amount.

\$90,000.00

NOTE: Investments of \$100,000 or more are considered **Lifesaving Impact Awards**. Your organization must shelter a minimum of 2,500 animals in order to qualify of an award of this size. These types of grants are very limited and require an additional attachment detailing your lifesaving impact plan. Requests may be submitted for any purpose that is expected to result in an increase in your lifesaving results, or other significant positive lifesaving impact for the animals of your community. **You should not submit a lifesaving impact award request unless your organization has a detailed plan to increase the lifesaving rate in your community.** Your plan should provide the history of your organization's efforts to save animals, the current state of animal welfare in your community, the purpose for our investment, and how this investment will increase your future lifesaving efforts, including your specific goals and strategies. Upload your plan in the "attachment" section of this application.

Petco Foundation Relationship Information & References

Petco Foundation adoption partnership*

Is your organization an approved Petco Foundation Adoption Partner and do you actively participate in adoptions with your local Petco store(s)?

Yes

Frequency

If yes, how often do you bring animals for adoption to Petco stores?

We house animals for adoption in multiple Petco stores and visit often for adoption events

Partnership obstacle

If you are not interested in or not able to partner with your local Petco for adoptions, please select the primary reason why not. This will enable us to better assist our partners in an effort to support pet adoptions.

Other reason

If you selected "Other" above, please provide additional information.

Welcome to the Family*

Are you familiar with Petco's **Welcome to the Family** new pet parent starter guides?

No

Ordering Welcome to the Family materials*

Has your organization ordered **Welcome to the Family** stickers to distribute to adopters?

No, please contact us with more information

Rehome by Adoptapet.com and the Petco Foundation*

Rehome is a national online platform to help reduce owner surrenders to your organization and still provide you with an adoption fee. Does your organization refer people seeking to rehome their pets to:

rehome.adoptapet.com?

Yes

Rehome: If no, reason(s) why

If you are not using Rehome by Adoptapet.com and the Petco Foundation, and do not intend to use or refer people to the service, please let us know why:

Finding Rover*

Finding Rover is a national lost and found database which utilizes pet facial recognition to help reunite lost pets with their owners. Does your organization use and refer people to **Finding Rover** to reunite lost and found pets with their families?

No, we do not use this service and do not intend to use this service (please describe below)

Finding Rover: If no, reason(s) why

If you are not using Finding Rover, and do not intend to use or refer people to the service, please let us know why:

Our organization attempted to get on board with Finding Rover and we started referring pet parents to this service. However, we failed to see a very favorable response and lack of interest from the public.

Petco Foundation marketing toolkits*

Does your organization use the marketing toolkits provided by the Petco Foundation to help promote adoptions in Petco stores, Holiday Wishes grant submissions, and other marketing and event opportunities?

Yes

Marketing toolkits: If no, reason(s) why

If you are not using the marketing toolkits provided by the Petco Foundation, and do not intend to use them, please let us know why:

Marketing toolkits: Feedback

We'd appreciate any feedback you'd like to provide about the marketing toolkits made available to partners:

Recommendations*

Please list names, contact information and a brief description of your relationship for those willing to provide a recommendation for your organization. Include Petco employees and others.

Luke Westerman, Executive Director for the Humane Society of El Paso, has expressed, as well as, demonstrated his willingness to partner with Animal Services in an effort to make El Paso a no-kill city. He may be contacted by phone at 915-532-6971. Dr. Ellen Jefferson, Executive Director of Austin Pets Alive, at 512-663-8643. Lisa Davis, Petco Store Manager mentioned she would love to be a part of this application process and she can be contacted at 915-449-1295.

Email newsletter:

We value partnership. Utilizing the tools we provide to promote adoptions, and the Petco Foundation generally, enables us to continue to raise funds that are distributed directly to our animal welfare organization partners. Is everyone in your organization who should be receiving our partner newsletter signed up? If not, please indicate email addresses below for those that would like to receive important updates regarding grants, adoptions and other exclusive partner information.

Email #1

Email #2

Email #3

Recognition

Your recognition of the Petco Foundation within your community encourages Petco customers to feel confident in making a donation to the Petco Foundation at the register when they shop. This fundraising in small amounts (on average just under \$2 per transaction) helps support the Foundation's grants program in a way that does not diminish your own fundraising efforts. It's incredible that simply by collecting these small contributions we are able to provide more than \$30 million in investment support each year!

The Petco Foundation makes these investments (grants) to achieve our mutual objective of saving lives. Our support is generally not restricted to a specific program but instead supportive of any purpose that achieves that goal. And while you can use the funds for any lifesaving purpose, our preference is for *recognition* to be associated with pet adoption, transports or foster care.

Recognition*

If the Foundation makes an investment in your organization, please share your ideas of how will you will recognize the Petco Foundation. If your request includes an event, please provide example sponsor benefits.

Animal Services of El Paso would like to offer naming rights to the Petco Foundation. We had though of the name, Petco Foundation Cat Cafe, but are open to any suggestions you might have. There will also be an inauguration with Ribbon Cutting to which we would like some representatives from your organization to attend as this would be the first partnership of its kind on the nation. To notify all local media outlets, a press release will be written describing the foundation's investment. Social media posts will also be utilized to advise followers of the event and our partnership with the Petco Foundation and posts will be made each month inviting everyone to the stop by the new location at the zoo. The Petco Foundation logo will be sprinkled throughout the interior of the center to include a banner and/or plaque outlining the partnership. Finally, since the center will be utilized as an educational opportunity as well, all materials will include the foundation logo.

Date of event

If your request includes event sponsorship, please provide date of event (if known). List one date only even if event is longer than one day or multiple events.

Attachments and Certifications

Required financial documentation

If your most recent Form 990 is not published on GuideStar, please upload your most recent Form 990, excluding schedules. If you do not file a Form 990, please attach audited financial statements, if available, or otherwise

unaudited financials statements. If you are a municipal or governmental entity, please upload your department or divisional budget. ***If your document is too large, please include a link to the document below.***

fy17 adopted budget book.ashx.pdf

Link

You may include a link to information such as your 990 or financial statements here.

Document or photo related to your submission

If you are a qualified organization and applying for a **Lifesaving Impact Award**, please upload required document here. If not, other document types or a photo related to your application may also be uploaded here.

[Unanswered]

Additional document or photo

Any other document related to your application may be submitted here.

W-9 form*

All organizations are required to submit a current IRS W-9 Form, signed and dated within the last year. Please print page one, complete and sign the IRS W-9 form found at IRS W-9 Form . Scan completed document and save to your computer OR if you need to create a pdf (electronic document), click on the link "Fax to File" found in the "tools" menu at the top of the page and follow the directions. This will allow you to create a document that you may upload to your application. Don't forget to include a signature where it indicates, "Signature" on the form. **IMPORTANT:** *The business name on the W-9 form must match the name on the 501c3 letter or governmental agency form and the form must be signed*

W-9 - 2018.pdf

IRS tax-exempt determination letter

All **nonprofit** organizations are required to submit a copy of their IRS tax-exempt determination letter. Please attach a copy of your IRS tax-exempt determination letter. If you need to create a pdf (electronic document) from a hard copy, please click on the "Fax to File" link in the "tools" menu above and follow the instructions. You will be able to create a document that you may upload to your application. (State exemption forms do NOT qualify.)

IRS Letter.pdf

Governmental or Municipal Agency

Please print, complete and sign the Governmental Agencies or Organizations Registration if you are a government or municipal agency and not in possession of a 501(c)(3) tax determination letter. You may scan and upload this document after signing or if you need to create an attachment, click on the link in the "tools" menu above and follow the directions. This will allow you to create a pdf (electronic document) that you may upload to your application. Please check the appropriate boxes that explains your situation.

Petco - Governmental Agencies or Organizations Registration.pdf

Certification*

I certify that I am an officer or authorized representative of the organization submitting this application and that all information on this grant application is true and correct in all material respects. I agree that all funds granted will be utilized as generally set forth in this application or specifically to accomplish lifesaving objectives in a manner which I will outline in any required follow up report(s). I agree on behalf of the organization that as a partner of the Petco Foundation any public messaging that includes information about the Petco Foundation shall promote a positive message about helping animals and saving lives. I agree on behalf of the organization that employees, volunteers, or representatives shall not disparage or speak negatively or take any action intended, or which would reasonably be expected, to harm the Petco Foundation or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Petco Foundation.

Yes

Government or municipal organization certification

If submitting this application on behalf of a governmental or municipal agency, department or division, I hereby certify that any grant funds awarded will be utilized and become an additive part of the funding on the animal control sheltering department, shall not supplant or diminish government allocated funds, and shall not be appropriated to the general funds of the municipality.

Yes

Address change?*

Has your organization address changed recently? If so, please indicate "Yes" and complete the "**Address/Contact Correction**" form that is available at the bottom of our **Grant Application** page. You may access the form from the menu at the top of this portal's home page by selecting "**Apply**". The online form and attachments are required to update your address and assure that checks are mailed to the correct address.

No

By submitting this application you consent to receiving emails from the Petco Foundation at any and all email addresses provided in association with this application. You may opt out at any time by using the unsubscribe option on each email.

IMPORTANT: Once you select "Submit Application" you will NOT be able to modify your submission. If you want to review your application, click "Save Application" to review and make any final changes before submitting. *You will be able to view or print the application from your account later, if desired.*

File Attachment Summary

Applicant File Uploads

- fy17 adopted budget book.ashx.pdf
- W-9 - 2018.pdf
- IRS Letter.pdf
- Petco - Governmental Agencies or Organizations Registration.pdf

Animal Services

Mission

To compassionately provide for the health, safety and welfare of El Paso companion animals in our care and to advocate for animals in the community through education, community partnerships, and responsible pet ownership.

Key Functions:

Maintain the health, safety, and welfare of the public and pets
Investigate reports about loose, stray, sick or injured animals, bite incidents and animal cruelty
Enforce laws related to animals



FY2016 Key Results

- Animal Services became its own stand-alone department
- Shelter started its own adoption program January 1, 2016
- Implemented Community Cat program

FY2017 Budget

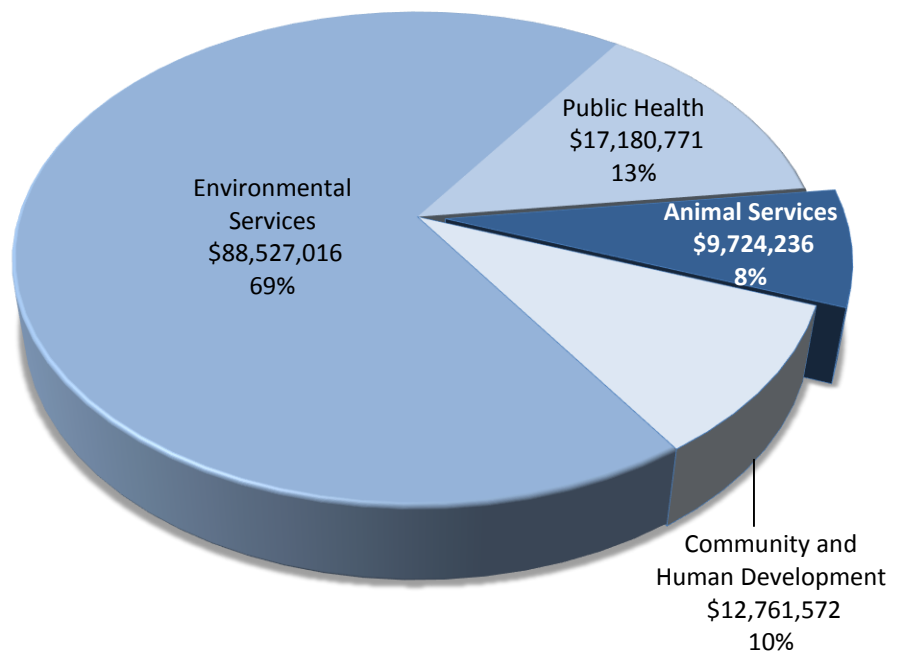
FY2017 Total Budget
\$9,724,236

FY2017 General Fund
\$0

FY2017 Non-General Fund
\$9,724,236

Total FTE's
132.50

Goal 8: Healthy, Sustainable Community Total Budget \$128,193,594



FY2017 Key Deliverables

- Increase Shelter's live release to include community cats

Animal Services

Department Summary

<i>Expenditures by Group</i>	FY2014 Actual	FY2015 Actual	FY2016 Adopted	FY2017 Adopted
Salaries & Wages	-	-	-	4,490,716
Employee Benefits	-	-	-	1,513,687
Outside Contracts	-	-	-	580,000
Interfund Services	-	-	-	172,500
Building Leases	-	-	-	24,500
Fuel & Lubricants	-	-	-	205,500
Materials & Supplies	-	-	-	1,146,548
Maintenance & Repairs	-	-	-	18,000
Minor Equipment & Furniture	-	-	-	52,500
Communications	-	-	-	99,500
Utilities	-	-	-	118,200
Travel	-	-	-	21,000
Other Operating Expenditures	-	-	-	535,585
Other Non-Operating Expenditures	-	-	-	1,000
Capital Expenditures	-	-	-	745,000
<i>Total Expenditures</i>	-	-	-	9,724,236

<i>Source of Funds</i>	FY2014 Actual	FY2015 Actual	FY2016 Adopted	FY2017 Adopted
Nonmajor Governmental Funds	-	-	-	9,724,236
<i>Total Funds</i>	-	-	-	9,724,236

<i>Positions</i>	FY2014 Adopted	FY2015 Adopted	FY2016 Adopted	FY2017 Adopted
Non-General Fund		-		132.50
<i>Total Authorized</i>	-	-	-	132.50

Animal Services

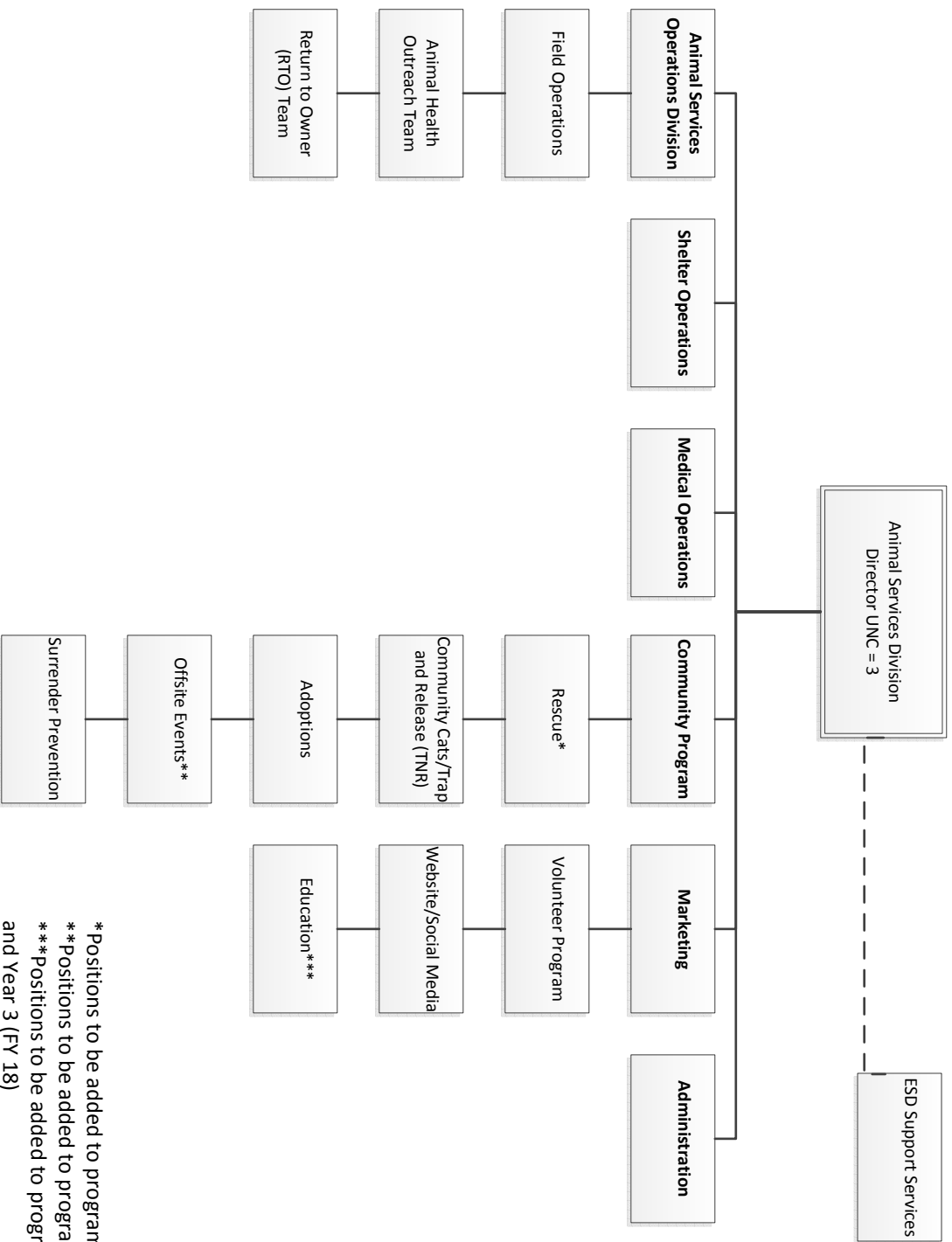
Division Summary

	FY2014 Actual	FY2015 Actual	FY2016 Adopted	FY2017 Adopted
Proprietary Funds				
Animal Services Administration	-	-	-	2,391,202
Animal Services Operations	-	-	-	3,477,943
As Community Programs	-	-	-	661,520
Medical Operations	-	-	-	1,794,981
Shelter Operations	-	-	-	1,398,591
<i>All Funds Total</i>	-	-	-	9,724,236

FY2017 Key Performance Indicators

- Increase Shelter's live release from 50% to 60%
- Number of community cats released back into the community – 3,500

Animal Services FY17 Organizational Chart



*Positions to be added to program in Year 2 (FY 17)
**Positions to be added to program in Year 3 (FY 18)
***Positions to be added to program in Year 2 (FY 17) and Year 3 (FY 18)

Animal Services
Position Summary - Authorized Staffing Table

Position Description	FY2015 Adopted	FY2016 Adopted	FY2017 Adopted
(Con) Partnership Program Coordinator	0.00	0.00	1.00
(Con) Public Affairs Specialist	0.00	0.00	1.00
Accounting/Payroll Clerk	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	1.00
Animal Services Attendant	0.00	0.00	29.00
Animal Services Division Director	0.00	0.00	1.00
Animal Services Officer	0.00	0.00	35.00
Animal Services Operations Supervisor	0.00	0.00	2.00
Animal Services Shift Supervisor	0.00	0.00	11.00
Animal Training and Enrichment	0.00	0.00	1.00
Code Compliance Manager	0.00	0.00	1.00
Code Compliance Officer	0.00	0.00	1.00
Communication Dispatcher	0.00	0.00	4.50
Community Cats Coordinator	0.00	0.00	1.00
Customer Relations & Billing Supervisor	0.00	0.00	2.00
Customer Relations Clerk	0.00	0.00	8.00
Customer Relations Representative	0.00	0.00	2.00
Office Assistant	0.00	0.00	2.00
Office Manager	0.00	0.00	1.00
Senior Animal Services Attendant	0.00	0.00	4.00
Senior Animal Services Officer	0.00	0.00	4.00
Senior Office Assistant	0.00	0.00	1.00
Training Specialist	0.00	0.00	1.00
Veterinarian	0.00	0.00	4.00
Veterinary Technician	0.00	0.00	11.00
Volunteer Program Coordinator	0.00	0.00	1.00
Volunteer Program Specialist	0.00	0.00	1.00
Grand Total	0.00	0.00	132.50

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. City of El Paso, Texas		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► Government	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. 300 N. Campbell St.	Requester's name and address (optional)	
6 City, state, and ZIP code El Paso, Texas 79901-1402		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-			-			
or									
Employer identification number									
7	4	-	6	0	0	0	7	4	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Pat Degman

Date ►

1/9/18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248219411
Oct. 19, 2016 LTR 4076C 0
74-6000749 000000 00

00013009
BODC: SB

CITY OF EL PASO TEXAS
% PAT DEGMAN
300 N CAMPBELL FIRST FL HR-INS AND
EL PASO TX 79901



032614

Federal Identification Number: 74-6000749
Person to Contact: Customer Service
Toll Free Telephone Number: 1-877-829-5500



Dear Taxpayer:

This responds to your request for information about your federal tax status. Our records do not specify your federal tax status. However, the following general information about the tax treatment of state and local governments and affiliated organizations may be of interest to you.

GOVERNMENTAL UNITS

Governmental units, such as States and their political subdivisions, are not generally subject to federal income tax. Political subdivisions of a State are entities with one or more of the sovereign powers of the State such as the power to tax. Typically they include counties or municipalities and their agencies or departments. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

ENTITIES MEETING THE REQUIREMENTS OF SECTION 115(1)

An entity that is not a governmental unit but that performs an essential government function may not be subject to federal income tax, pursuant to Code section 115(1). The income of such entities is excluded from the definition of gross income as long as the income (1) is derived from a public utility or the exercise of an essential government function, and (2) accrues to a State, a political subdivision of a State, or the District of Columbia. Contributions made to entities whose income is excluded income under section 115 may not be tax deductible to contributors.

TAX-EXEMPT CHARITABLE ORGANIZATIONS

An organization affiliated with a State, county, or municipal government may qualify for exemption from federal income tax under section 501(c)(3) of the Code, if (1) it is not an integral part of the government, and (2) it does not have governmental powers inconsistent with exemption (such as the power to tax or to exercise enforcement or regulatory powers). Note that entities may meet the requirements of both sections 501(c)(3) and 115 under certain circumstances. See Revenue Procedure 2003-12, 2003-1 C.B. 316.

0248219411
Oct. 19, 2016 LTR 4076C 0
74-6000749 000000 00
00013010

CITY OF EL PASO TEXAS
% PAT DEGMAN
300 N CAMPBELL FIRST FL HR-INS AND
EL PASO TX 79901

Most entities must file a Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, to request a determination that the organization is exempt from federal income tax under 501(c)(3) of the Code and that charitable contributions are tax deductible to contributors under section 170(c)(2). In addition, private foundations and other persons sometimes want assurance that their grants or contributions are made to a governmental unit or a public charity. Generally, grantors and contributors may rely on the status of governmental units based on State or local law. Form 1023 and Publication 4220, Applying for 501(c)(3) Tax-Exempt Status, are available online at www.irs.gov/eo.

We hope this general information will be of assistance to you. This letter, however, does not determine that you have any particular tax status. If you are unsure of your status as a governmental unit or state institution whose income is excluded under section 115(1) you may seek a private letter ruling by following the procedures specified in Revenue Procedure 2007-1, 2007-1 I.R.B. 1 (updated annually).

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations 1



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

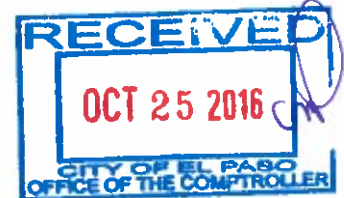
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CITY OF EL PASO TEXAS
% PAT DEGMAN
300 N CAMPBELL FIRST FL HR-INS AND
EL PASO TX 79901

032614

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.



The IRS address must appear in the window.

0248219411

BODCD-SB

Use for payments

Letter Number: LTR4076C

Letter Date : 2016-10-19

Tax Period : 000000

INTERNAL REVENUE SERVICE

P.O. Box 2508

Cincinnati OH 45201



746000749

CITY OF EL PASO TEXAS

% PAT DEGMAN

300 N CAMPBELL FIRST FL HR-INS AND

EL PASO TX 79901

746000749 JV CITY 00 2 000000 670 000000000000



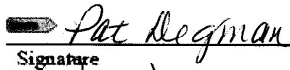
Home Office: 654 Richland Hills Drive, San Antonio, TX 78245
Satellite Office: 7262 N. Rosemead Blvd., San Gabriel, CA 91775
Phone: 626-287-0952 / Fax: 858-332-4949 or 858-909-2618

Governmental Agencies or Organizations Registration

- Name of Agency or Organization **: Department of Animal Services
- Address of Agency or Organization **: 300 N. Campbell
El Paso, Texas 79901-1407
- Mailing Address (if different from above): 5001 Fred Wilson Avenue
El Paso, Texas 79906
- Phone: 915-212-7297 Fax: 915-212-0324
- E-Mail Address: ESDAS@elpasotexas.gov
- Agency of the City of (if applicable): _____
- Agency of the County of (if applicable): _____
- Date of Organization / Incorporation / Formation **: April 1965
- Federal Tax ID# (EIN) **: 74-6000749
- State Identification Number(s) & Issuing Agencies (if applicable): _____
- Brief statement of charitable or public purpose(s) for which the organization was formed:
In 1965, our purpose was rabies control, however, in Jan 2016,
we developed a five year plan to achieve "no kill" status by 2020.
We have implemented adoption programs, owner-surrender prevention,
and partnerships with rescues.
- Signature (Officer, Director, Trustee or Manager)

I hereby certify:

- 1) that the above referenced organization is either an agency or political subdivision of the above referenced state, or an agency of a political subdivision of the above referenced state; and
- 2) that the contributions received from The Petco Foundation will be used exclusively for charitable or public purposes as outlined in Section 170 of the Internal Revenue Code of 1986 as amended.


Signature
PAT DEGMAN
Printed Name

10/26/10
Date
Comptroller
Title

- Please also attach completed W-9
 - Please note that the address on the W-9 Form must match one of the addresses on this form.
- ** These areas of information are required