

Agenda
ANIMAL CARE SERVICES ADVISORY BOARD MEETING
The Animal Care Services Facility, 4710 State Highway 151, San Antonio, TX 78227
Wednesday, June 20, 2012 at 6:30 PM

At any time during the Animal Care Services Advisory Board Meeting, the Board may meet in Executive Session regarding any of the matters posted below in compliance with the Texas Open Meetings Act (Attorney-client, Personnel, Security, Real Estate) under Chapter 551 of the Texas Government Code.

1. Call to Order
2. Minutes from March 21, 2012 Meeting, April 18, 2012 and May 16, 2012 - *presented by Bill White*
3. Citizens to be Heard
4. Director's Report regarding Administration, Live Release, Clinic, Shelter, Field Operations and Financial report regarding ACS revenue collected, expenditures and donations, San Antonio Feral Cat Coalition/Best Friends- *presented by Joe Angelo*
5. Brackenridge Facility Update – *presented by Joe Angelo*
6. Animal Care Services Advisory Board's Position Statement Revision on Pet Sales and Vote – *presented by Mona Thaxton*
7. Discussion and Vote on the Board having meetings every other month instead of monthly
8. Ad Hoc Committee/Standing Committee Reports - *presented by Sallie Scott*
 - a. Inspection of Main Facility - *presented by Joe Guerra and Rita Braeutigam*
 - b. Inspection of Southside Facility - *presented by Rita Braeutigam*
 - c. Volunteers to do Inspections of Main Facility and Southside Facility – *presented by Sallie Scott*
 - d. Operations Committee – *presented by Rita Braeutigam*
 - e. Spay/Neuter/Outreach Initiative - *presented by Mona Thaxton*
 - f. Enhanced Enforcement Committee - *presented by Sallie Scott*
9. PowerPoint Presentation of Humorous Animal Pictures – *presented by Sallie Scott*
10. Next meeting date - no meeting in July -
11. Adjournment

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CITY CLERK
2012 JUN 15 PM 3:57

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MEETING MINUTES
Animal Care Services Advisory Board
March 21, 2012
6:30 p.m.
Animal Care Services Facility
4710 State Highway 151, Annex Training Rooms 1 & 2

ACS Board Members: Sallie Scott-Chair, Mona Thaxton-Vice Chair, William White-Secretary, Rita Braeutigam, Joe Guerra, Pamela Cravets, Jose De La Cruz, Randy Murdock, Dr. Shannon Espy, Cynthia Martinez, *David Garza.

Ex-Officio Members: Joe Angelo, Erik Walsh, *Charles Pruski

* Indicates Not Present **Staff Liaison:** Maria Kieke

I. Call to Order

Sallie Scott convened the meeting at 6:51 p.m. with a quorum present.

II. Approval of minutes from January 18, 2012 Meeting

Sallie Scott called for approval of the minutes from January 18, 2012. Randy Murdock motioned to approve, and Jose De La Cruz seconded the motion. Bill White, Board Secretary, had changes to the January 18th minutes in three places. He will give these items to staff just to document them in writing.

- Page 2, Item 3, board chair commentary and introduction
- Second paragraph starts with Mrs. Scott, fifth line down, by asking ACS to submit in the future a report on animal count; it should be "dead animal count. We've received that report in the past and would like to have that continued again."
- Also, in the same line, it should say "dead animal count, budget, kennel report and breakdown." She had asked for "ACS main facility and Brooks animals being pulled out of ACS report". That's "ACS main facility and Brooks."
- In the third paragraph. "Sallie attended the latest court hearing," fourth line down, and "the owners of the dogs allegedly attacked the victim. Mr. Medley left the board meeting but was unable to produce the paperwork during the meeting."

Joe Guerra moved to approve the amended minutes for January 18, 2012, second by Rita Braeutigam. Motion passed.

III. Citizens to be Heard

1. Linnie Buntin:

She gave a historical perspective of AAPAW and the ACS relationship.

2. Deanna Lee:

- When AAPAW increased the number of adoption events, it was for the purpose of freeing up more kennel space at ACS.
- In 2007 - one event -101 adoptions. In 2008 - three events - 458 adoptions. 2009 - 11 events - 614 adoptions. 2010 - 18 events - 1039 adoptions. 2011 - 28 events - 989 adoptions. Total adoptions through AAPAW events since 2007 were **3201 adoptions**. Out of the 989 adoptions, **ACS had 194 adoptions** resulting in 20% of total adoptions.
- It now appears the contribution of AAPAW and rescue partners are no longer important or relevant. AAPAW is relegated to the sidelines; removed from Advisory Board agenda and only SAPA and the Humane Society are asked to provide oral reports. AAPAW is apparently no longer considered a partner with ACS, although ACS has also been a member since AAPAW's inception.
- ACS recently chose to no longer participate in AAPAW adoption events because quote, "going forward we are going to be focusing more and more on those events that yield the greatest adoptions. We do not feel that AAPAW events are taking away from what ACS is doing on their own; it's a supplement, but we see five dogs brought to an adoption even and none are ready. We see AAPAW events as an additional resource/opportunity for ACS to get more pets adopted, and it should not be viewed as an inconvenience.
- Everyone in the animal welfare community and the community at large is ecstatic about the participation of SAPA, the Humane Society and ADL and their ability to significantly pull more animals from ACS, but we should not forget the contribution of the independent rescuers who have consistently been rescuing animals from ACS without financial incentives, access to its external funding, donor support or paid staff but at their own expense. And they work full-time jobs to support their passion to save more lives. We are still proud of the adoptable strays on the streets that the rescue community has been saving, and their numbers are not included in the No Kill count which is limited to just the ACS as statistics.

3. Anne Roberts:

- Represents two neighborhood associations
- Asked reason for the three to four month break in providing service. Several years ago ACS did the same thing - shut down most of Animal Control services when the larger animal control facility was closed and you relocated to this model facility with less space or cages. During this period, the dog population tripled and almost became uncontrollable, but I'm sure everyone still gets paid when animal control shuts down with three or four month breaks.
- When at ACS, I saw people bringing animals in, but I don't see any animal control trucks out in the past three or four months.
- Many people in both neighborhoods are claiming they have been calling 311 and other numbers reporting aggressive dogs, strays, dog abuse and people that are letting their dogs roam the neighborhood. Every time they call 311 they say that it has been reported numerous times but an officer has not been out yet.
- Worked with only three excellent animal control officers. I don't know about the others that work out here. For example, we have seen some of them who have seen a dog that we called about and they'll look at it and then they'll falsify their reports and say they didn't see the dog.
- Scheduled for a sweep in February 2012, and it's almost April 2012. We haven't heard anything, so I am representing the two neighborhoods and I need to give them a report. The two neighborhood organizations and myself thank and give credit to David Narvaez, Tom Stowers, and Glen Midkiff for taking care of our problems whenever we could get in contact with them last year.
- The people in the neighborhood organization have written down what they've been calling on for three and four months. This envelope includes the problems.
Joe Angelo, Interim Director, asked the speaker to talk to Lisa Norwood and give her contact information.

4. Sherry Derdak:

- Shelly Kotter from Best Friends is going to be holding a TNR/boot camp on April 5, Thursday, from 10 a.m. to 12:30 p.m. at ACS. Invite everybody to attend, especially if you plan to be involved at all in our Best Friends grant to TNR 3,500 cats this year.
- San Antonio Feral Cat Coalition is going to help advertise, do robo calls in the 14 zip codes. The first mass clinic to do 100 cats is Saturday, April 21.
- Best Friends ordered 150 traps to help with mass clinic. We're looking forward to getting started.

5. Michelle Holmes: Pass.

6. John Bachman:

- I submitted a letter to the Express-News.
- Referring to the recent article, which touted the increase in live releases, I think is great. I think a lot of positive things are being done and I would be the last to be negative about that because many of the things are things that I and others have asked for over the years, such as seven day a week adoptions, better hours for adoptions, increased funding for spay/neuter, etc.
- It appears that from the zeal to get the numbers up that quality has been decreased - animals leaving with only one shot or no shots, not having heartworm test, being covered with ticks and fleas. A lot of this goes back to running out of medicine and supplies, which is documented in the Operations Report presented by your Board. Possibly animals are just being pushed out the door. The statistics are not showing returns. We don't have statistics from the Humane Society or from SAPA yet on what's happening with those animals. We may be forming a bubble that will burst at some time and these statistics should be there.
- All the groups, Maddie's Fund, No Kill Solutions, Best Friends, all emphasize that accurate statistics should be kept and used to follow programs.
- The rescuers who are the ones that end up with a lot of these animals covered with ticks and fleas and that were not tested for heartworms. This becomes an extra expense for them, or they're told when they get them, to bring them back. That's extra problems for them. This is not affecting the "large scale" people as much, but it's affecting the smaller people tremendously. They're not getting anything for it.

Sallie Scott: Since we have a full quorum, I would like to remind everybody to do your Financial Disclosures.

IV. Update Reports from High Volume Pet Partners

a. San Antonio Humane Society - presented by Sara Pipen (See attached Report)

- Sallie Scott asked if they have had any returns. Sara said they have had a few returns, don't have the numbers for that, but will have them next month.
Sallie asked the Board if there were any more questions.
- Dr. Espy asked how they are accommodating the higher intake. She asked if they were on board to adopt out more animals this next year than the year before.

Last year our adoption numbers were 5575, which is a good almost 1000 over the previous year. Our intake both at the shelter and Building 1 has been consistent. It actually continues to rise. We're still taking in the same number of owner surrenders and strays through both facilities.

- Rita Braeutigam asked that since the Humane Society has more animals coming in, are they doing anything special to have more animals going out? Sara said they were just maintaining their adoption program. There are things in the works, but those are not open for discussion yet; we are in the planning stages of having the ability to adopt out more animals.

b. San Antonio Pets Alive - presented by Dr. Ellen Jefferson (See attached Reports)

- PowerPoint Presentation - first time to address Board – an overview. Goal to use the model used in Austin to get to No Kill.
- Introduction as interim director of San Antonio Pets Alive. She is here half a week every week: founder of a spay/neuter clinic and current director of Austin Pets Alive.
- Randy Murdock said that ACS is outgrowing our clinic and staffs. He is concerned that we're going to reach a critical point at the clinic. We've asked for a report several times on the dead animals because that is the only real thing we can do to prove to our City Council to fund us.
- Rita Braeutigam agreed with Randy about the clinic, but she doesn't think the way to solve it is to stop treating dogs that we've treated before. She understands that there is a lot put on people working at the clinic, but to have the animals suffer and euthanized to lighten the workload, she is totally against as a board member (she was told by the foster coordinator and rescue coordinator about three weeks ago).

Joe Angelo introduced Dr. Gotbeter and Christine Garnett. Animals that do have ringworm, we treat them but send them off to rescue if they aren't under foster care; we've never treated mange.

- Rita Braeutigam said she had them in her house, and they were treated. They would come up positive and fosters would bring them back in for treatment. Christine said they have treated some, but normally have not treated ringworm or mange.
- Rita Braeutigam has heard from ACS fosters and ACS foster coordinator that it has to be at the foster's expense, if an ACS foster, to have skin diseases treated.
- Dr. Espy suggested that ACS purchase a \$50 bottle of Ivermec and treat as many dogs as possible. Joe said this was not a decision to be made in committee and that was why we had a veterinarian and clinic manager on staff who made determinations about what protocols to follow. Jeanne Saadi said ACS doesn't treat mange for ACS fosters; they can treat at their expense. Previously this was at the vet's discretion. Some fosters were treated for mange. Because funds were stretched, the clinic decided they couldn't financially provide that. That's why Dr. Gotbeter refers all the cases to Dr. Jefferson.
- Rita Braeutigam said Dr. Jefferson spoke about treating non-contagious diseases. If a public health concern, can ACS initiate treatment but follow up under someone else? Joe Angelo said he didn't want a committee deciding health and safety of animals. He said he hired and asked the vet to set policy and procedure. It is Dr. Gotbeter's decision.
- Sallie asked if Dr. Jefferson had returns. Dr. Jefferson didn't have the numbers on return rates - in general, between 8 and 10 percent in Austin but not worrisome. Think of them as foster homes.
- Joe Angelo responded to backlog, not getting them spayed and neutered. Monday is a very difficult day for us. We are trying to put together a plan to relieve some of this bottleneck.
- Rita Braeutigam asked if Dr. Littleton could help. Christine will contact. Joe Angelo said our goal this year was 38%; the fact that we are contemplating a funding program at 70% is extremely generous on the part of taxpayers, city and its leadership.

V. Director's Report - presented by Joe Angelo, Interim Director

Field operations - we're getting a new CAD system, a new dispatch system; have hired three dispatchers, and going to get dispatch supervisor soon.

- All new laptops installed.
- Next door-to-door campaign this Friday and Saturday; last of the first five areas targeted.
- Sending out letters to owners of aggressive animals. The volume of aggressive animal calls far exceeds ability to get there. People are already coming in with letters in hand to explain.
- Shelter operations have a mobile office structure at Brooks but not hooked up yet; working to realign kennel schedules to better serve public.
- Probably going to hit 70% first time ever this month.
- Jeanne has pet pantry full of donated food.
- Sterilization agreement in place again.
- Clinic operations understaffed.
- Spay/neuter clinic a success on Feb. 18. Media releases running, reached out to all networks, positive press.

- PetCo 5K reminder on April 1. All proceeds go to ACS.
- Sallie asked about Dead Animal breakdown being added to performance report.
- Lisa Norwood provided a briefing on marketing and media.
 - Joe reported that volunteer, Lena Harris, passed away and asked for a moment of silence. Jeanne Saadi said the Humane Society took all of her dogs.

VI. Ad Hoc Committee/Standing Committee Reports - presented by Sallie Scott

- a. Inspection of Main Facility - *presented by Cynthia Martinez and Joe Guerra*
- Cats getting locked in the cubbies and having no access to food or water.
 - More bins required for the incinerator as animals are left on the floor of the EBI cooler. New flooring is needed in the EBI cooler as it is stained.
 - Kennels clean

Joe said it will be taken care of.

- Rita Braeutigam commented about running out of supplies. Christine Garnett stated supplies were already ordered and they are fully equipped
 - Randy Murdock said that Joe Guerra and he could verify that the clinic is loaded with supplies
- b. Inspection of Southside Facility - *presented by Pam Cravets*
- Southside Facility was clean, orderly and neat.
 - Many kennel runs unoccupied and some in need of repair.
 - Floors were clean and dryer working.

Sallie asked about Jan Suche and posting of pictures. Joe Angelo said that an evaluation is being done.

c. Volunteers to do Inspections of Main Facility and Southside Facility - *Sallie Scott* - Mona Thaxton and Randy Murdock to do 151 and Pam Cravets to do Southside.

- d. Operations Committee - *presented by Rita Braeutigam*
- The clinic continues to run out of supplies to completely work-up and diagnose animals.
 - Asking that no animals be released without complete medical information.
 - Asking that clinic should be fully supplied to perform these functions.
- e. Enforcement Committee - *presented by Sallie Scott*
- Had requested forms used by field division, and might have to make an official open-records regarding field records previously. Joe Angelo said that they have the request in hard copy and it will be sent via pdf by e-mail.
- f. Spay/Neuter/Outreach Initiative - *presented by Mona Thaxton* - no report.
- g. Live Release/Adoption Committee - *presented by Rita Braeutigam* - no report.

VII. Discussion and possible vote regarding the draft Position Statements of the Animal Care Services Advisory Board - presented by Sallie Scott

Jose De La Cruz asked that Position Statements be stated and all Board members be present before voting. Sallie said all Board members already had been sent the draft, had sent in their comments, and they were incorporated into the last draft sent to each Board member. Erik Walsh asked the Board to get staff input. Rita Braeutigam moved to table the discussion and vote on Position Statements until the next meeting, second by Mona Thaxton. Motion passed.

X. Set next meeting date

The next board meeting be April 18, 2012, at 6:30 p.m.

XI. Adjournment

Rita Braeutigam moved for adjournment, second by Pamela Gravets. Motion passed. The meeting adjourned at 8:40 p.m.

MEETING MINUTES
Animal Care Services Advisory Board
April 18, 2012
6:30 p.m.
Animal Care Services Facility
4710 State Highway 151, Annex Training Rooms 1 & 2

ACS Board Members: Sallie Scott-Chair, Mona Thaxton-Vice Chair, William White-Secretary, Rita Braeutigam, Joe Guerra, *Pamela Cravets, Jose De La Cruz, *Randy Murdock, Shannon Espy, Cynthia Martinez, *David Garza.

Ex-Officio Members: Joe Angelo, Erik Walsh, Charles Pruski

Staff Liaison: Maria Kieke

I. Call to Order

Sallie Scott convened the meeting at 6:35 PM with a quorum present.

II. Citizens to be Heard

1. Shari Pearson

Ms. Pearson appeared before the ACS Advisory Board to make a statement regarding concern of injured dogs being walked at the 151 Shelter. According to Ms. Pearson, she felt that ACS needs to take more pre-cautionary measures in preventing severely injured dogs from being walked and or removed from their kennels by citizens and volunteers when dogs are bleeding and those that might have broken bones. In addition, she stated that she personally removed and walked an injured dog at ACS without being stopped by staff. She went on to say that she videotaped the entire incident.

The Interim Director, Joe Angelo addressed Ms. Pearson's concerns by stating that all animals entering the shelter are assessed by a licensed veterinarian for injuries and measures are taken based on the animals overall assessment. Furthermore, he stated that Ms. Pearson's allegation were investigated and appropriately addressed with staff.

2. Linnie Bunten

Ms. Bunten expressed questions and concerns about the Chapter 5 Ordinance, specifically in regards to Grooming Shop Regulations. After handing out copies of the grooming shop inspections, she expressed concern that the current inspection sheet does not account for the regular operations of a grooming shop and needs to be updated. The inspection sheet states that food should be available at all times. It is usually not made available at a grooming shop. She also indicated that there is no need to inspect grooming shops and that the decision to do so is for the city to generate money. Staff agreed to review existing inspection policies in regards to grooming shops.

3. John Bachman

Mr. Bachman voiced concerns about the City Auditor's Audit of ACS from September 2011 thru January 2012. He stated ACS is not in full compliance with federal regulations on medical substances. He believes that ACS is in violation of both the federal and state laws. Therefore, he suggested that both the Interim Director, as well as the Kennel Director should be placed on administrative leave pending an investigation by a state or federal agency.

III. Update Reports from High Volume Pet Partners

1. San Antonio Humane Society

Sara Phippen? from the San Antonio Humane Society provided an update of the number of animals they have rescued. In March, the Humane Society rescued 198 animals. Of those rescues, 178 have been adopted. Total number of animals rescued in FY 2012 is 1,230.

2. San Antonio Pets Alive! (SAPA!)

SAPA! provided a written update of the number of animals they have rescued. During the month of March SAPA! 741 animals were rescued and an additional 105 animals were outcome through the Positive Alternatives to Shelter Surrender (PASS) program.

IV. Discussion and vote regarding which reports are to be included in future meeting agendas

Sallie Scott asked the Board members which reports they would they like to have included in future Advisory Board meeting packets and who should be asked to present information to the Board. It was indicated that if the Board wanted to hear from every organization at every meeting, that it would make the meetings significantly longer, but wanted input from the Board.

Joe Guerra proposed that written reports be included in the Board meeting packet rather than asking each organization to provide a verbal report during the Board meeting. The recommendation was also made that a representative of each reporting entity be present at the Board meeting in order to answer questions that may arise from the Board.

Mr. Guerra motioned to approve to have reports written and have a member in the audience present. Mona Thaxton seconded the motion. All members voted and the motion passed to conduct the reporting process for a six-month trial period. All reports will be submitted the Wednesday prior to the Advisory Board meetings. It was decided that the following reports will be incorporated during the trial period as follows: Update Reports from High Volume Pet Partners, Consortium, AAPAW, Best Friends, Feral Cat Coalition and the eight (8) Rescue Partner Incentive Program (RPIP) organizations.

V. Director's Report regarding Administration, Live Release, Clinic, Shelter, Field Operations and Financial report regarding ACS revenue collected, expenditures and donations

Joe Angelo, Interim Director of ACS updated the board in regards to the ACS Drug audit findings and indicated that the internal city audit was originally requested by the City Manager's Office. He also indicated that all audit findings have been looked at and either have been addressed or are in the process of being addressed. He emphasized that we have the proper personnel in charge to dispense drugs. He also indicated that we currently have draft policies in place and are in the process of finalizing them. Joe indicated the audit was posted on the City's website for public review.

Joe Angelo provided an update of other events that have happened at ACS and are recorded in the Director's report provided in the Advisory Board Packet. Mr. Angelo also provided the Board a copy of the memo and map provided to the City Council in regards to the remaining 5 areas of the Comprehensive Neighborhood Sweep Initiative (CNSI).

Board member Comments

- Sallie Scott asked how long will Best Friends will be here?
 - Joe Angelo indicated that Best Friends would be here for up to 3 years based on their success.

- Ms. Scott asked whether Code Compliance or ACS answers barking dog complaints.
 - Vincent Medley, Assistant Director of Field Operations, indicated that depending upon the situation, both Code Compliance and ACS can be responsible for answering the citizen's barking dog complaints. He indicated that the 311 operators are appropriately trained and can direct the calls to the appropriate department and recommended that board members direct citizens to 311 when they are asked who to contact.

VI. Ad Hoc Committee/Standing Committee Reports

a. Inspection of Main Facility – *Randy Murdock and Mona Thaxton*

Ms. Thaxton gave the report. Randy Murdock was absent. No significant deficiencies were reported. Ms. Thaxton commended the ACS staff on the wonderful job they were doing. The full report is included in the Advisory Board packet.

b. Inspection of Southside Facility – *Pamela Cravets*

In Ms. Cravets' absence the report was summarized by Rita Braeutigam during her report.

c. Volunteers to do Inspections of Main Facility and Southside Facility – *Joe Guerra and Rita Braeutigam*

Joe Guerra and Rita Braeutigam volunteered to inspect the Main Facility and Jose De La Cruz agreed to conduct the inspection of the Southside Facility.

d. Operations Committee

Rita Braeutigam reported that she and Shelter Manager Elizabeth Kalmykov discussed the issues and concerns brought up by the Advisory Board members during their inspections. All questions and concerns were addressed. The full report is included in the Advisory Board packet.

Rita indicated concern that the crematorium was not working and had not been operational for some time. She asked if there was a solution to ensure that the crematorium is working. ACS staff indicated that there is no local contractor who has the ability to fix/maintain the crematorium. Erik Walsh also indicated that the crematorium was a specialized item and was never designed to handle the current workload. At some point in time, the city will need to look at replacing the crematorium and may look at partnering with the City's Solid Waste Department.

e. Spay/Neuter/Outreach Initiative

Mona Thaxton recognized ACS, District 4, and all the partnering organizations that participated in the week-long MASH project that took place at Miller's pond. The full report is included in the Advisory Board packet.

VII. Consortium of Partners Report Update regarding consortium's community education and awareness campaign on pet owner responsibilities

Gavin Nichols from the San Antonio Area Foundation provided an update of activities. The report is included in the Advisory board Packet.

IIIX. Next meeting

The next ACS Advisory Board meeting will take place on May 16, 2012, at 5:30 p.m. This meeting will be its annual work session.

IX. Adjournment

The meeting adjourned at 8:18 p.m.

MEETING MINUTES
Animal Care Services Advisory Board
May 16, 2012
5:30 p.m. Animal Care Services Facility
4710 State Highway 151, Annex Training Rooms 1 & 2

ACS Board Members: Sallie Scott-Chair, Mona Thaxton-Vice Chair, William White-Secretary, Rita Braeutigam, *Joe Guerra, *Pamela Gravels, Jose De La Cruz, *Randy Murdock, *Shannon Espy, Cynthia Martinez, *David Garza.

Ex-Officio Members: Joe Angelo, Erik Walsh, Dr. Vincent Nathan

Staff Liaison: Maria Kieke

I. Call to Order

Sallie Scott convened the meeting at 6:19 PM with a quorum present.

Board Announcement:

The Board welcomed Dr. Vincent Nathan who is replacing Charles Pruski as the next Metrohealth representative to the ACS Board.

II. Evaluation of Strategic Plan over last year:

1. Accomplishments

The Interim Director, Joe Angelo presented a report based on ACS's accomplishments achieved during the second quarter of 2012. Mr. Angelo's report focused on subjects such as evaluation of Strategic Plan over last year, Comprehensive Neighborhood Sweeps Initiative (CNSI), enforcement, control, live release, fiscal report and media. He summarized that ACS is exceeding targets across the board and within budget. Mr. Angelo also thanked the Board for helping us along the way and getting resources to make this happen. Full report handouts were provided to Board members.

2. Challenges

- Challenges and cost impact of maintaining our nearly 70% live release rate
Mr. Angelo indicated that ACS will need over \$745,000 more in FY 2013 to maintain a live release rate of 70% (Current budget is funded at 38%).
- Cost to getting to 90%
Mr. Angelo indicated that ACS has made preliminary estimates which indicates a need of \$800,000 in additional funding to go from 70% to 90% live release.
- Future Steps
ACS is currently researching data and actively working with the City Manager and City Council to fully fund the money needed in order to achieve the targeted goals.

3. Topics Discussed

- The added cost associated with treating unhealthy and untreatable animals
- Using animal microchips as the City's mode of licensing.
- Having more events in the future similar to the Miller's Pond Spay & Neuter event.
- Status update of the Comprehensive Neighborhood Sweeps Initiative (CNSI) program.
- Negotiation of the current contract with the County for animal care services

- Exploring alternative uses for the \$200,000 allocated to retrofit 50 additional Brooks kennels.
- SAPA! and SAHS are switching spaces at the 151 facility. SAPA! will now occupy Kennel Building 1 and the SAHS will be relocated to the Foster/Rescue area in the Administration Building.

III. Brackenridge Facility Update and Discussion

A. Groundbreaking Ceremony

Mr. Angelo announced the Paul Jolly groundbreaking ceremony will take place on June 26, 2012 at 10:00am.

B. Timeline for Construction

Mr. Angelo reported that the construction will take 12 – 13 months and project will be completed in summer 2013. Mr. Angelo also spoke of special signage from which we have the option to choose 2 out of the 6 recommended.

C. Staffing Options of the Facilities

The City is looking into the possibility of outsourcing a package deal regarding retail run business or have a City-run campus.

IV. Position Statements

Positions statements of the Animal Care Services Advisory Board were discussed and voted on as follows: (Full report handouts were provided to Board members.)

1. Spay/Neuter – Board approves with suggestion in condensing language.
2. Stray Animals – Board approved.
3. Licensing – Per Rita Brauetigam's request voting on hold until Board discusses with the City.
4. Cruelty to animals – Board approved.
5. Standards of Care – Board approves with removal of landlord approved.
6. Training - Board approved.
7. Transport – Board removed.
8. Ban of Specific Breeds – Board approved.
9. Dangerous Dogs – Board approved.
10. Enforcement – Board approved with removal of last 4 words in the paragraph.
11. Shelter Data – Board approved.
12. Euthanasia- Board approved.
13. Feral Cats – Board approved
14. Microchipping – Per Rita Brauetigam's request voting on microchipping was placed on hold until summer.
15. Sale of Pets – Voting placed on hold to revise wording.
16. Disasters – Board approved with suggestion to encourage Bexar County to follow City of San Antonio Animal Care Services Ordinances.

V. Next meeting

The next ACS Advisory Board meeting will take place on June 20, 2012, at 6:30 p.m.

VI. Adjournment

The meeting adjourned at 8:26 p.m.

CITY OF SAN ANTONIO
DEPARTMENT OF ANIMAL CARE SERVICES
DIRECTOR'S REPORT

June 20, 2012

DEPARTMENTAL OPERATIONS

FIELD OPERATIONS

In May 2012 ACS conducted its sixth Block-Walk event of the Comprehensive Neighborhood Sweeps Initiative (CNSI). As a result 2,444 homes were visited and 352 stray animals were observed and recorded. With the assistance of UTSA students we were able to recruit 17 volunteers, with a combined input of 68 hours of community service.

- ACS began its seventh Block-walking event this past week (June 15-16). Other statistics include the Return-to-Owner of 84 animals and the issuance of 390 citations/warnings in May.

SHELTER OPERATIONS

In May 2012 the shelter in-take was 4,358, an increase of over 794 animals when compared to April. When compared to May 2011, this year's intake reflects an increase of 984 animals. Below are additional shelter highlights:

- ACS has contracted out snake and insect control services at Brooks. As a result, staff has seen significant reduction in the number of snakes and scorpions on site.
- Fire hydrants that were painted by volunteers have been placed in the open areas on ACS campus and will be secured in concrete within the next few weeks.
- New portable cleaning units have been ordered to improve the cleaning of the sally ports. Two additional steamer units were also purchased to help control potential disease spread.

LIVE RELEASE OPERATIONS

May proved to be another exceptional month for Live Release. The staff was able to rescue 1,223 animals and adopt out an additional 424 animals. This is an increase of 986 rescued animals compared to last May and an additional 68 adoptions compared to April. Below are additional highlights for the month of May:

- William (Bill) Palmer was hired on June 4, 2012 as the new ACS Live Release Manager. Bill is an honors graduate of the University of Pennsylvania's Wharton School and holds a Bachelors degree in Economics with a concentration in Operations & Information Management. Bill is a Certified Project Manager and Six Sigma Green Belt and has significant experience in process improvement, organizational mapping, streamlining the workflow, reducing wait time, and identifying other operational improvements. Bill is also an avid animal lover and is a member of the San Antonio Big Dogs.

- ACS will begin to hold adoption events twice per week at the Petco on SE Military Drive, featuring dogs from Brooks.
- ACS will begin utilizing two (2) Petco cat adoption centers located at SE Military Drive and 1604 & Bandera location to house adoptable cats 7 days per week.

CLINIC OPERATIONS

For the month of May, the clinic accomplished 949 in-house surgeries. Below are additional highlights for May:

- Joel Jenks was hired as the new ACS Clinic Manager and is expected to be with the department full-time in July. Joel is a graduate of Brigham Young University and earned a Bachelors degree in Public Relations and a Masters of Public Administration. For the past 6 years he has worked in for the City of San Antonio as a Budget Analyst, Budget Manager and Budget Program Specialist. He comes to ACS with significant management and process improvement experience. Joel has been married for 11 years and has five children: an 8 year-old, 7 year-old, 5 year-old and a pair of 2-year-old twins.
- ACS toured the new Austin Facility to learn best practices and to identify what is required to achieve higher live release rate. We were also able to discuss some of the financial implications associated with a higher live release rate.

MEDIA

- ACS recently kicked off a summer long adoption incentive campaign called Summer of Love which has widespread media interest.
- In the last several months, ACS has maximized the shelter's relationship with Spanish language Univision TV to reach core target audiences. ACS has completed 6 recent stories with Univision, a part of the department's strategic priorities.
- ACS is working with our UTSA partners to maximize exposure for the ongoing CNSI program with the recent addition of augmented robo-call messaging.

ADDITIONAL ITEMS TO BE ACKNOWLEDGED

- ACS is the recipient of a \$24,500 grant from the Wilson-Roberson Fund of the San Antonio Area Foundation to further our Spay/Neuter program. This is in addition to the previous \$53,000 grant provided by the Aid Helpless Animal Fund.
- The City of San Antonio will be conducting interviews for the Director of Animal Care Services on June 22-23.
- On June 21, ACS will present to City Council agreements with the San Antonio Humane Society (SAHS) and Animal Defense League (ADL) which provide ACS with an alternative housing solution for stray animals. This pilot program is intended to explore the viability of housing stray with these organizations in an effort to increase the department's in-take capabilities.
- The ACS Revenue and Drug audit action plans have been submitted and approved by the San Antonio City Council.
- The Brackenridge Adoption Facility groundbreaking will likely be moved to the latter part of August due to design and construction cost challenges.

CITY OF SAN ANTONIO
DEPARTMENT OF ANIMAL CARE SERVICES
PERFORMANCE MEASUREMENT REPORT

MAY 2012

ENHANCED ENFORCEMENT

Performance Indicators	FY 2011 Actual	FY 2012 Target	YTD Target	YTD Actual	MONTHLY Actuals
Number of animals field impoundments	17,826	18,510	12,340	13,077	2,244
Number of field return to owners		213	142	536	84
Number of citations/warnings issued	5,190	5,500	3,624	3,125	390
Number of calls for service	80,771	82,000	54,614	55,142	7,903

IMPROVED CONTROL

Performance Indicators	FY 2011 Actual	FY 2012 Target	YTD Target	YTD Actual	MONTHLY Actuals
Number of surgeries performed at ACS	8,793	7,022	4,723	5,621	949
Number of surgeries performed by partners*	9,347	9,344	6,229	6,434	791
Number of licenses issued		25,000	16,667	16,371	2,491

INCREASE LIVE RELEASE

Performance Indicators	FY 2011 Actual	FY 2012 Target	YTD Target	YTD Actual	MONTHLY Actuals
Number of animals intake	29,613	29,700	19,048	22,522	4,220
Live Release Rate	32%	38%	38%	59%	48%
Number of adoptions	4,330	4,345	2,689	3,742	425
Number of RTOs	1,707	2,134	1,423	1,255	192
Number of animal rescues	2,939	4,172	2,578	7,564	1,223
Number of volunteers	436	500	500	534	
Number of volunteer hours	22,497	22,000	14,666	2,010	894

ADMINISTRATION/OTHER

Performance Indicators	FY 2011 Actual	FY 2012 Target	YTD Target	YTD Actual	MONTHLY Actuals
FY 2012 Budget	\$8.85 M	\$9.69 M	\$6.164	\$5.989	
Number of Media Interactions	317	350	233	250	28
Deceased Animal Pick-up				22,670	3,335



City of San Antonio - Animal Care Services
 ACS Asilomar Report
 5/1/2012 To 5/31/2012.



Beginning Shelter Count: 616

A: Live Release (Healthy/Treatable Only): 65.30 %
B: Live Release (All Animals) 48.34 %

The live release % (Healthy/Treatable only) 'A' takes into account only Healthy and treatable animals (Condition determined at time of the animal leaving the facility), 'B' gives overall live release %.

INTAKE (Live Dogs & Cats Only)

	Dogs	Cats	Total
<i>From the Public</i>			
Healthy	1406	953	2359
Treatable-Rehabilitatable	246	241	487
Treatable-Manageable	313	133	446
Unhealthy and Untreatable	390	534	924
B Subtotal Intake from Public	2355	1861	4216
<i>Incoming Transfers from Organizations within Community/Coalition</i>			
C Subtotal Intake from Organizations within Comm	0	0	0
<i>Incoming Transfers from Organizations outside Community/Coalition</i>			
D Subtotal Intake from Organizations outside Comm	1	0	1
<i>From Owners/Guardians Requesting Euthanasia</i>			
Healthy	0	0	0
Treatable-Rehabilitatable	1	0	1
Treatable-Manageable	2	0	2
Unhealthy and Untreatable	59	8	67
E From Owners/Guardians Requesting Euthanasia	62	8	70
F Total Intake [B+C+D+E]	2418	1869	4287
G Owner/Guardian Requested Euthanasia (Unhealthy&Untreatable Only)	59	8	67
H Adjusted Intake [F-G]	2359	1861	4220

OUTCOME**ADOPTIONS (Only dogs and cats adopted by the public)***Involving Dogs and Cats from Animals Control and Traditional Shelters*

Healthy	348	75	423
Treatable-Rehabilitatable	1	0	1
Treatable-Manageable	1	0	1
Unhealthy and Untreatable	0	0	0
I Total Adoptions	350	75	425

Outgoing Transfers to Organizations within Community/Coalition

Healthy	48	10	58
Treatable-Rehabilitatable	5	0	5
Treatable-Manageable	4	0	4
Unhealthy and Untreatable	1	0	1
J Total Outgoing Transfers to Organizations within	58	10	68

Outgoing Transfers to Organizations outside Community/Coalition

Healthy	453	401	854
Treatable-Rehabilitatable	74	69	143
Treatable-Manageable	55	30	85
Unhealthy and Untreatable	25	48	73
K Total Outgoing Transfers to Organizations outside	607	548	1155

L Return to Owner/Guardian	189	3	192
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Dogs & Cats Euthanize*Involving Dogs and Cats from Animals Control and Traditional Shelters*

M Healthy (Includes Owner/Guardian Requested Euthanasia)	537	133	670
N Treatable-Rehabilitatable (Includes Owner/Guardian Requested Eutha	12	31	43
O Treatable-Manageable (Includes Owner/Guardian Requested Euth	13	10	23
P Unhealthy and Untreatable (Includes Owner/Guardian Requested	512	781	1293
Q Total Euthanasia [M+N+O+P]	1074	955	2029
R Owner/Guardian Requested Euthanasia (Unhealthy and Untreatable	55	8	63
S Adjusted Total Euthanasia [Q-R]	1019	947	1966
T Subtotal Outcomes [I+J+K+L+S]	2223	1583	3806

Excludes Owner/Guardian Requested Euthanasia (Unhealthy and Untreatable Only)

U Died or Lost in Shelter Care	56	123	179
V Total Outcomes [T+U]	2279	1706	3985

*Excludes Owner/Guardian Requested Euthanasia (Unhealthy and Untreatable Only)***** NOTE **** The Subtotal Outcomes (T) for the live release formula does not include Died, Lost or State Lab Outcomes.**Ending Shelter Count:**

717

Inspection of Hwy 151 ACS Clinical Facility
June 13, 2012
Joseph M. Guerra, ACS Board Member

I inspected the Facility at around 1:00 p.m.

Findings:

Surgical clinic was in full operation, with veterinarian on site and performing surgeries.

All animals having had surgery were in their cages awaiting recovery and appeared to be in various stages of awaking from sedation. Each animal cage was tagged with I.D. and surgical note by technician; some did have meds in pocket with I.D.

Was able to observe animals being prepped for surgery and I think the razor that the tech was using could have used a new blade, the tech seemed to be having a little trouble clipping the cat.

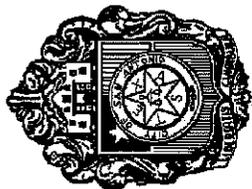
Overall surgical unit was being run efficiently as possible, it is obvious that there may not be enough support staff. Area could use a little more cleanliness but was in no way harmful to patients. I'm sure it has more to do with the high volume of animals being moved.

Medication refrigerators: were stocked adequately, with no out of date medications being found, all units were within temp range for storage. Dry medication storage was well stocked although appeared a little more disorganized. No out of date medications were observed.

Overall impression; with the surgical clinic being in operation, the area seemed a little disheveled but was workable, water on floor did present a little hazard but was easily taken care of. Sinks were a little dirty but this was due to activity within the area, although a little Lime-Away might help with hard water stains.



The City of San Antonio, TX
Animal Care Services Department
Inspection Checklist
Southside Auxiliary Shelter



This checklist was developed to assist ACS management and Advisory Board with "best practice" compliance. The inspection items pertain to customer service, workspace and kennel conditions. Previous Facility Inspection Checklist items requiring special attention will be reviewed on current inspections to ensure that deficiencies have been corrected. Items that have not been addressed or corrected should be marked and highlighted.

Date and Time:	May 9, 2012 1:00- 4:00 May 19 th 12:00-2:00
Inspector(s):	Rita Braeutigam

Inspection Areas:

- Area 1 - Kennel 1
- Area 2 - Kennel 2
- Area 3 - Auxiliary Building
- Area 4 - Storage & Common Area

**Inspection Area 1
Kennel 1**

Item #	Staff	A	M	S	1-09	Food bowl in each occupied run - or washed and neatly stacked	X	<input type="checkbox"/>	<input type="checkbox"/>
1-01	Greeted upon arrival	X	<input type="checkbox"/>	<input type="checkbox"/>	1-10	Runs have bedding	N/A	<input type="checkbox"/>	<input type="checkbox"/>
1-02	Employees are in compliance with dress code	X	<input type="checkbox"/>	<input type="checkbox"/>	1-11	Toys available	<input type="checkbox"/>	<input type="checkbox"/>	X
					1-12	Accuracy of Kennel Cards (i.e. picture, age, AID, and vaccinations) *Evaluate at random	X	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Kennel Area	A	M	S	1-13	All green sleeve dogs have happy kennel cards/appealing descriptions	N/A	<input type="checkbox"/>	<input type="checkbox"/>
1-03	Clean floors	X	<input type="checkbox"/>	<input type="checkbox"/>	1-14	Trench drains free of gunk	X	<input type="checkbox"/>	<input type="checkbox"/>
1-04	Clean walls and ceilings	X	<input type="checkbox"/>	<input type="checkbox"/>	1-15	Number of open kennels runs out of 50			
1-05	Kennel runs and doors are clean	X	<input type="checkbox"/>	<input type="checkbox"/>					
1-06	Kennel doors are working properly	<input type="checkbox"/>	X	<input type="checkbox"/>	Item #	Storage	A	M	S
1-07	Kennel doors secured with clip	X	<input type="checkbox"/>	<input type="checkbox"/>	1-16	Trash receptacle not overflowing	X	<input type="checkbox"/>	<input type="checkbox"/>
1-08	All occupied runs have fresh water	X	<input type="checkbox"/>	<input type="checkbox"/>	1-17	All chemicals are properly labeled	X	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --

*The kennel doors in several kennels are still in need of repair.
Note 36 kennels at Brooks had animals.*

**Inspection Area 2
Kennel 2**

Item #	Staff	A	M	S	2-10	Runs have bedding	N/A	
2-01	Greeted upon arrival	X	<input type="checkbox"/>	<input type="checkbox"/>	2-11	Toys available	<input type="checkbox"/>	<input type="checkbox"/>
2-02	Employees are in compliance with dress code	X	<input type="checkbox"/>	<input type="checkbox"/>	2-12	Accuracy of kennel cards (i.e. picture, age, vaccinations, and bite report) * Evaluate at random	X	<input type="checkbox"/>
					2-13	All green sleeve dogs have happy kennel cards/appealing descriptions	N/A	<input type="checkbox"/>
Item #	Kennel Area	A	M	S	2-14	Trench drains free of gunk	X	<input type="checkbox"/>
2-03	Clean floors	X	<input type="checkbox"/>	<input type="checkbox"/>	2-15	Number of open Stray kennels runs out of 20		
2-04	Clean walls and ceilings	X	<input type="checkbox"/>	<input type="checkbox"/>	2-16	Number of open Quarantine kennels runs out of 30		N/A
2-05	Kennel runs and doors are clean	X	<input type="checkbox"/>	<input type="checkbox"/>				
2-06	Kennel doors are working properly	<input type="checkbox"/>	X	<input type="checkbox"/>	Item #	Laundry Area	A	M S
2-07	Kennel doors secured with clip	X	<input type="checkbox"/>	<input type="checkbox"/>	2-17	Clean Floor	X	<input type="checkbox"/>
2-08	All occupied runs have fresh water	X	<input type="checkbox"/>	<input type="checkbox"/>	2-18	Laundry is neatly organized	<input type="checkbox"/>	X <input type="checkbox"/>
2-09	Food bowl in each occupied run - or washed and neatly stacked	X	<input type="checkbox"/>	<input type="checkbox"/>	2-19	Washer/dryer are clean and operational	X	<input type="checkbox"/>

-- Comments/Actions Needed --

**Inspection Area 3
Auxiliary Building**

Item #	Staff	A	M	S	3-11	3-12	3-13	3-14	3-15	3-16	3-17	3-18	3-19	3-20	3-21	3-22	3-23
3-01	Greeted upon arrival	X	<input type="checkbox"/>	<input type="checkbox"/>	Supplies are organized and properly stored												
3-02	Employees are in compliance with dress code	X	<input type="checkbox"/>	<input type="checkbox"/>	Supply log is updated		Working air conditioner	Staff refrigerator is clean									
Item #	Office Area	A	M	S					Item #	Exam Room	A	M	S				
3-03	Clean floors	X	<input type="checkbox"/>	<input type="checkbox"/>					3-15	Clean floors (surgery and prep room)	X	<input type="checkbox"/>	<input type="checkbox"/>				
3-04	Organized desk area(s)	X	<input type="checkbox"/>	<input type="checkbox"/>					3-16	Trash receptacle not overflowing	X	<input type="checkbox"/>	<input type="checkbox"/>				
3-05	Trash receptacle not overflowing	X	<input type="checkbox"/>	<input type="checkbox"/>					3-17	Clean sink	X	<input type="checkbox"/>	<input type="checkbox"/>				
3-06	Refrigerator stocked with DHPP, Bordetella, and Rabies vaccine	X	<input type="checkbox"/>	<input type="checkbox"/>					3-18	Clean countertops /exam tables	X	<input type="checkbox"/>	<input type="checkbox"/>				
3-07	Paperwork is organized	X	<input type="checkbox"/>	<input type="checkbox"/>					3-19	Stocked with essential medical equipment and medicines and properly secured	X	<input type="checkbox"/>	<input type="checkbox"/>				
Item #	Storage Room	A	M	S					3-20	Working scale	X	<input type="checkbox"/>	<input type="checkbox"/>				
3-08	Clean floors	X	<input type="checkbox"/>	<input type="checkbox"/>					3-21	Working Micro-Chip Scanner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3-09	Clean and neatly organized	X	<input type="checkbox"/>	<input type="checkbox"/>					3-22	Working air conditioner	X	<input type="checkbox"/>	<input type="checkbox"/>				
3-10	Food is free of insects	X	<input type="checkbox"/>	<input type="checkbox"/>					3-23	Cleaning supplies clearly labeled and properly stored	X	<input type="checkbox"/>	<input type="checkbox"/>				

-- Comments/Actions Needed --

Inspection Area 4

Storage & Common Areas

Item #	Storage Area	A	M	S	4-03	4-04	X	X	<input type="checkbox"/>	<input type="checkbox"/>
4-01	Clean and neatly organized	X	<input type="checkbox"/>	<input type="checkbox"/>	4-03	4-04	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Common Area	A	M	S						
4-02	General appearance of grounds landscape (i.e. grass and shrubbery)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

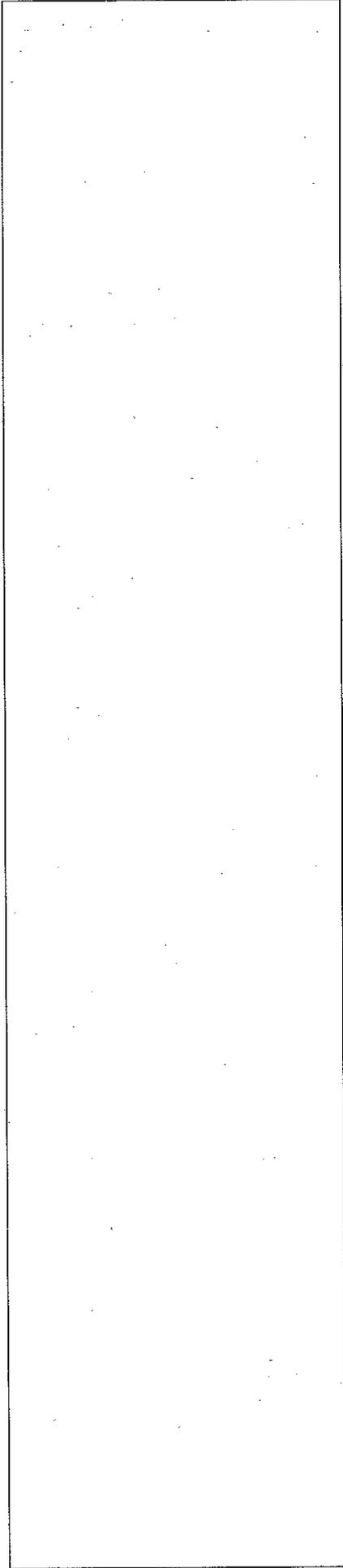
-- Comments/Actions Needed --

The grass was cut. The problem I saw was the weeds that have the thistles. They get stuck in the dogs pads when they are walked on property.

Additional Comments

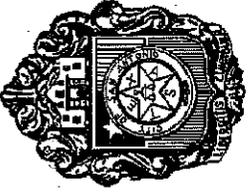
The staff finally has an appropriate office with room to work. There are 2 fully functional bathrooms.
The only other improvement that is needed is a land line for the phone and wireless router for the building.

Revised 12/10





The City of San Antonio, TX
Animal Care Services Department
Inspection Checklist



This checklist was developed to assist ACS management and Advisory Board with "best practice" compliance. The inspection items pertain to customer service, workspace and kennel conditions. Previous Facility Inspection Checklist items requiring special attention will be reviewed on current inspections to ensure that deficiencies have been corrected. Items that have not been addressed or corrected should be marked and highlighted.

Date and Time:	June 7, 2012 2:00- 4:00 June 11, 2012 2:00-5:00
Inspector(s):	Rita Braeutigam

Inspection Areas:

- Area 1- Management and Administration
- Area 2- Annex Building
- Area 3- Building #1 (Puppy Kennel)
- Area 4- Building #2 (Quarantine Kennel)
- Area 5- Building #3 (Adoption Kennel)
- Area 6- Building #4 (Adoption Kennel)
- Area 7- Building #5 (Cat Kennel)
- Area 8- EBI
- Area 9- Storage Areas
- Area 10- Animal Control Officer Trucks
- Area 11- Livestock Area

- Area 12- Veterinary Clinic
- Area 13- Field Operations Building
- Area 14- Common Areas

A= Acceptable M= Minor Deficiency S= Significant Deficiency

Inspection Area 1

Management and Administration

Item #	Main Lobby	A	M	S	Item #	Customer Service	A	M	S
1-01	Clean floors & windows	X	<input type="checkbox"/>	<input type="checkbox"/>	1-17	Courteous customer service provided	X	<input type="checkbox"/>	<input type="checkbox"/>
1-02	Educational literature available (Spanish & English)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-18	Customers assisted in a timely and organized manner	X	<input type="checkbox"/>	<input type="checkbox"/>
1-03	Up-to-date Information board	X	<input type="checkbox"/>	<input type="checkbox"/>	1-19	Telephone answered in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-04	Organized countertop	X	<input type="checkbox"/>	<input type="checkbox"/>					
1-05	Lost and Found book	X	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Foster/Rescue Area	A	M	S
Item #	Intake Room	A	M	S	1-20	Clean floors & windows	X	<input type="checkbox"/>	<input type="checkbox"/>
1-06	Clean floors & windows	X	<input type="checkbox"/>	<input type="checkbox"/>	1-21	Organized desk areas	X	<input type="checkbox"/>	<input type="checkbox"/>
1-07	Organized desk areas	X	<input type="checkbox"/>	<input type="checkbox"/>	1-22	Educational literature, Foster Applications, and adoption profiles available	X	<input type="checkbox"/>	<input type="checkbox"/>
1-08	Educational literature available (Spanish & English)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-23	Clean kennels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-09	Refrigerator stocked with DHPP and Bordetella vaccine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-24	Supply cabinets stocked or materials accounted for	X	<input type="checkbox"/>	<input type="checkbox"/>
1-10	Clean kennel(s)	X	<input type="checkbox"/>	<input type="checkbox"/>	1-25	Clean and orderly clinic area	N/A	<input type="checkbox"/>	<input type="checkbox"/>
1-11	Working Micro-Chip Scanner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-26	Clean outdoor kennel area	X	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Adoption Center	A	M	S	1-27	Organized supply shed	X	<input type="checkbox"/>	<input type="checkbox"/>
1-12	Clean floors & windows	X	<input type="checkbox"/>	<input type="checkbox"/>					
1-13	Organized countertop	X	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Restrooms	A	M	S
1-14	Educational literature available (Spanish & English)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-28	Men's room clean and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-15	Clean kennels	<input type="checkbox"/>	X	<input type="checkbox"/>	1-29	Women's room clean and stocked	X	<input type="checkbox"/>	<input type="checkbox"/>
1-16	Customers assisted in a timely and organized manner	X	<input type="checkbox"/>	<input type="checkbox"/>					

-- Comments/Actions Needed --
DHPP needed for the foster/rescue area

**Inspection Area 2
Annex Building**

Item #	Lobby Area	A	M	S	Item #	Training Room 1	A	M	S
2-01	Clean floors & windows	X	<input type="checkbox"/>	<input type="checkbox"/>	2-07	Clean floors & windows	<input type="checkbox"/>	<input type="checkbox"/>	X
2-02	Lobby Area is neat and orderly	X	<input type="checkbox"/>	<input type="checkbox"/>	2-08	Desks and chairs setup for training	X	<input type="checkbox"/>	<input type="checkbox"/>
2-03	Educational literature (Spanish & English)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Training Room 2	A	M	S
2-04	Volunteer information board is up to date	X	<input type="checkbox"/>	<input type="checkbox"/>	2-09	Clean floors & windows	<input type="checkbox"/>	<input type="checkbox"/>	X
					2-10	Desks and chairs setup for training	X	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Volunteer Office	A	M	S	Item #	Restrooms	A	M	S
2-05	Organized work area	<input type="checkbox"/>	X	<input type="checkbox"/>	2-11	Men's room clean and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-06	Educational literature and volunteer applications available	X	<input type="checkbox"/>	<input type="checkbox"/>	2-12	Women's room clean and stocked	X	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --

There was a vaccination clinic in the left training room which added to an already soiled carpet.

**Inspection Area 3
Building 1 / Puppy Kennel**

Item #	Perimeter Play Area	A	M	S	3-14	All equipment is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-01	Clean play area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-15	All chemicals are properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-02	Cleaning Station is stocked with waste removal bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Kennels	A	M	S
Item #	Lobby Area	A	M	S	3-16	Clean floors & windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-03	Prepped foot baths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-17	Hand sanitizer available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-04	Clean floors & windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-18	Clean Floors and Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-05	Counter-tops clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-19	Kennel runs and doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-06	Greeted upon entering by either staff and/or volunteer(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-20	All occupied runs have fresh water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-07	Employees are in compliance with dress code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-21	Food bowls in each occupied run / or washed and neatly stacked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-08	Refrigerator is well stocked with vaccines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-22	Drains free of gunk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-09	All Chemicals are properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-23	Accuracy of Kennel Cards (i.e. picture, age, AID, and vaccinations) *Evaluate at random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Laundry/Grooming Area	A	M	S	3-24	All green sleeve dogs have happy kennel cards/appealing descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-10	Washer/Dryer are clean and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-25	Runs have bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-11	Bathing Stations clean and debris free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-26	Toys available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-12	Holding Kennels are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-27	Number of clogged drains			
3-13	Area is stocked with cleaning and grooming supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-28	Number of open kennels			

-- Comments/Actions Needed --
SAPA Run Kennel

**Inspection Area 4
Building 2 / Quarantine Kennel**

Item #	Main Kennel Area	A	M	S	Item #	Rear Kennel Area	A	M	S
4-01	Prepped foot baths	X	<input type="checkbox"/>	<input type="checkbox"/>	4-14	Clean floors and countertops	X	<input type="checkbox"/>	<input type="checkbox"/>
4-02	Hand sanitizer available	X	<input type="checkbox"/>	<input type="checkbox"/>	4-15	Clean kennels	X	<input type="checkbox"/>	<input type="checkbox"/>
4-03	Clean floors and windows	X	<input type="checkbox"/>	<input type="checkbox"/>	4-16	Fresh water in all occupied kennels	N/A	<input type="checkbox"/>	<input type="checkbox"/>
4-04	Kennel runs and doors are clean	X	<input type="checkbox"/>	<input type="checkbox"/>	4-17	Accuracy of Kennel Cards (i.e. picture, age, vaccinations, and bite report) * Evaluate at random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-05	Kennel doors secured with clip	X	<input type="checkbox"/>	<input type="checkbox"/>	4-18	Stocked food bins	X	<input type="checkbox"/>	<input type="checkbox"/>
4-06	Accuracy of kennel cards (i.e. picture, age, vaccinations, and bite report) * Evaluate at random	X	<input type="checkbox"/>	<input type="checkbox"/>	4-19	Trash receptacle not overflowing	X	<input type="checkbox"/>	<input type="checkbox"/>
4-07	All occupied runs have fresh water	X	<input type="checkbox"/>	<input type="checkbox"/>	4-20	Microchip scanner available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-08	Food bowls in each occupied run / or washed and neatly stacked	X	<input type="checkbox"/>	<input type="checkbox"/>					
4-09	Drains free of gunk	X	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Rear Intake Area	A	M	S
4-10	Runs have bedding	N/A	<input type="checkbox"/>	<input type="checkbox"/>	4-21	Prepped foot baths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-11	Toys available	<input type="checkbox"/>	<input type="checkbox"/>	X	4-22	Clean Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-12	Number of clogged drains out of 55	0			4-23	Refrigerator stocked with DHPP and Bordetella vaccine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-13	Number of open kennels out of 55				4-24	Dip tank clean and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --

**Inspection Area 5
Building 3 / Adoption Kennel**

Item #	Main Kennel Area	A	M	S	Item #	Rear Kennel Area	A	M	S
5-01	Prepped foot baths	X	<input type="checkbox"/>	<input type="checkbox"/>	5-15	Clean floors and countertops	<input type="checkbox"/>	X	<input type="checkbox"/>
5-02	Hand sanitizer available	X	<input type="checkbox"/>	<input type="checkbox"/>	5-16	Clean kennels	<input type="checkbox"/>	X	<input type="checkbox"/>
5-03	Clean floors and windows	<input type="checkbox"/>	X	<input type="checkbox"/>	5-17	All occupied runs have fresh water	X		<input type="checkbox"/>
5-04	Kennel runs and doors are clean	<input type="checkbox"/>	X	<input type="checkbox"/>	5-18	Accuracy of Kennel Cards (i.e. picture, age, vaccinations, and bite report)* <i>Evaluate at random</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
5-05	Kennel doors secured with clip	X	<input type="checkbox"/>	<input type="checkbox"/>	5-19	All green sleeve dogs have happy kennel cards / appealing descriptions	<input type="checkbox"/>	X	<input type="checkbox"/>
5-06	Accuracy of Kennel Cards (i.e. picture, age, AID, and vaccinations) * <i>Evaluate at random</i>	X	<input type="checkbox"/>	<input type="checkbox"/>	5-20	Food bins	X	<input type="checkbox"/>	<input type="checkbox"/>
5-07	All green sleeve dogs have happy kennel cards/appealing descriptions	<input type="checkbox"/>	X	<input type="checkbox"/>	5-21	Trash receptacle not overflowing	X	<input type="checkbox"/>	<input type="checkbox"/>
5-08	All occupied runs have fresh water	X	<input type="checkbox"/>	<input type="checkbox"/>	5-22	Microchip scanner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-09	Food bowl in each occupied run - or washed and neatly stacked	X	<input type="checkbox"/>	<input type="checkbox"/>					
5-10	Drains free of gunk	X	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Rear Intake Area	A	M	S
5-11	Runs have bedding	N/A	<input type="checkbox"/>	<input type="checkbox"/>	5-23	Prepped foot baths	X	<input type="checkbox"/>	<input type="checkbox"/>
5-12	Toys available	<input type="checkbox"/>	<input type="checkbox"/>	X	5-24	Clean Floor	X	<input type="checkbox"/>	<input type="checkbox"/>
5-13	Number of clogged drains out of 55	_____			5-25	Refrigerator stocked with DHPP and Bordetella vaccine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-14	Number of open kennels runs out of 55	_Full_			5-26	Dip tank clean and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --

**Inspection Area 6
Building 4 / Adoption Kennel**

Item #	Perimeter Play Area	A	M	S	6-15	Number of clogged drains out of 55			
6-01	Clean play area	X	<input type="checkbox"/>	<input type="checkbox"/>	6-16	Number of open kennels runs out of 55	_ Full _		
6-02	Cleaning station is stocked with waste removal bags	<input type="checkbox"/>	<input type="checkbox"/>	X	Item #	Rear Kennel Area	A	M	S
Item #	Main Kennel Area	A	M	S	6-17	Clean floors and counter-tops	X	<input type="checkbox"/>	<input type="checkbox"/>
6-03	Prepped foot baths	X	<input type="checkbox"/>	<input type="checkbox"/>	6-18	Clean Kennels	<input type="checkbox"/>	X	<input type="checkbox"/>
6-04	Hand sanitizer available	X	<input type="checkbox"/>	<input type="checkbox"/>	6-19	All occupied runs have fresh water	X	<input type="checkbox"/>	<input type="checkbox"/>
6-05	Clean floors and windows	<input type="checkbox"/>	X	<input type="checkbox"/>	6-20	Food Containers	X	<input type="checkbox"/>	<input type="checkbox"/>
6-06	Kennel runs and doors are clean	<input type="checkbox"/>	X	<input type="checkbox"/>	6-21	Trash receptacle not overflowing	X	<input type="checkbox"/>	<input type="checkbox"/>
6-07	Kennel doors secured with clip	X	<input type="checkbox"/>	<input type="checkbox"/>	6-22	Microchip scanner available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-08	Accuracy of kennel cards (i.e. picture, age, AID, and vaccinations) * Evaluate at random	X	<input type="checkbox"/>	<input type="checkbox"/>	6-23	Number of open cages out of 10	Full: _____		
6-09	All green sleeve dogs have happy kennel cards/appealing descriptions	<input type="checkbox"/>	X	<input type="checkbox"/>	Item #	Rear Intake Area	A	M	S
6-10	All occupied runs have fresh water	X	<input type="checkbox"/>	<input type="checkbox"/>	6-24	Prepped foot baths	X	<input type="checkbox"/>	<input type="checkbox"/>
6-11	Food bowls in each occupied run / or washed and neatly stacked	X	<input type="checkbox"/>	<input type="checkbox"/>	6-25	Clean floor	<input type="checkbox"/>	X	<input type="checkbox"/>
6-12	Drains free of gunk	X	<input type="checkbox"/>	<input type="checkbox"/>	6-26	Refrigerator stocked with DHPP and Bordetella vaccine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-13	Runs have bedding	N/A	<input type="checkbox"/>	<input type="checkbox"/>	6-27	Dip tank clean and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-14	Toys available	<input type="checkbox"/>	<input type="checkbox"/>	X	6-28	Prepped foot baths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --

**Inspection Area 7
Building 5 / Cat Housing**

Item #	Intake and Hallway Area	A	M	S	Item #	Main Cat Room	A	M	S
7-01	Prepped foot baths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-15	Clean Floors and Counter-tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-02	Hand sanitizer available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-16	Cages and cage doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-03	Clean Floors and Counter-tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-17	Clean newspaper in cages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-04	Refrigerator stocked with Rabies, FVRCP, Felomunel (intranasal under 5 weeks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-18	Clean litter boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-05	Food storage closet neatly stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-19	Fresh food and water in each cage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-06	Clean supply closet neatly and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-20	Accuracy of Kennel Cards (i.e. picture, age, AID, and vaccinations) * Evaluate at random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Cat Room 2/ Patio Area	A	M	S	7-21	All green sleeve cats have happy kennel cards/appealing descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-07	Clean floors & windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-22	Number of open cages			
7-08	Cages and cage doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Cat Quarantine Room	A	M	S
7-09	Clean newspaper in cages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-23	Clean Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-10	Clean litter boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-24	Cages and cage doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-11	Fresh food and water in each cage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-25	Clean newspaper in cages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-12	All green sleeve cats (sterilized, vaccinated, and micro-chipped) * Evaluate at random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-26	Clean litter boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-13	All green sleeve cats have happy kennel cards/appealing descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-27	Fresh food and water in each cage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-14	Perches, shelves, and toys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-28	Accuracy of kennel cards (i.e. picture, age, vaccinations, and bite report) * Evaluate at random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --
I did not inspect the cattery

**Inspection Area 8
EBI Building**

Item #	Kennel Holding Room	A	M	S	Item #	Rear Outdoor Hold Kennels	A	M	S
8-01	Clean Floors	X	<input type="checkbox"/>	<input type="checkbox"/>	8-09	Kennel runs and doors are clean	X	<input type="checkbox"/>	<input type="checkbox"/>
8-02	Cages and cage doors are clean	X	<input type="checkbox"/>	<input type="checkbox"/>	8-10	Kennel doors secured with clip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-03	Clean newspaper in cages	X	<input type="checkbox"/>	<input type="checkbox"/>	8-11	All occupied runs have fresh water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-04	Fresh food and water in each cage	N/A	<input type="checkbox"/>	<input type="checkbox"/>	8-12	Accuracy of kennel cards (i.e. picture, age, AID, and vaccinations.) *Evaluate at random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-05	Accuracy of kennel cards (i.e. picture, age, AID, and vaccinations.) *Evaluate at random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8-13	Heaters available on cold days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8-06	All cleaning supplies properly stored	X	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Euthanasia Room	A	M	S
					8-14	Clean floors and countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					8-15	Clean supplies are properly stored	X	<input type="checkbox"/>	<input type="checkbox"/>
					8-16	Exam tables	X	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Kennel Supervisor Office	A	M	S	8-17	Euthanasia chemical are properly stored and secured	X	<input type="checkbox"/>	<input type="checkbox"/>
8-07	Clean floors	X	<input type="checkbox"/>	<input type="checkbox"/>	8-18	Staff are in compliance with dress code	X	<input type="checkbox"/>	<input type="checkbox"/>
8-08	Desks are neat and orderly	X	<input type="checkbox"/>	<input type="checkbox"/>	8-19	Quiet environment	X	<input type="checkbox"/>	<input type="checkbox"/>
					8-20	Cooler is clean and in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --
Euthanasia had ended for the day.

**Inspection Area 9
Storage Area(s)**

Item #	Storage 1 (Adoptions)	A	M	S	Item #	Storage Shed 3 (Kennel Food)	A	M	S
9-01	Clean and neatly organized	X	<input type="checkbox"/>	<input type="checkbox"/>	9-05	Clean and neatly organized	X	<input type="checkbox"/>	<input type="checkbox"/>
9-02	Equipment log / up to date	X	<input type="checkbox"/>	<input type="checkbox"/>	9-06	Food is free of insects	X	<input type="checkbox"/>	<input type="checkbox"/>
					9-07	Supply log / up to date	X	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Storage Shed 2 (Kennel Supplies)	A	M	S					
9-03	Clean and neatly organized	X	<input type="checkbox"/>	<input type="checkbox"/>					
9-04	Supply log / up to date	X	<input type="checkbox"/>	<input type="checkbox"/>					

-- Comments/Actions Needed --

**Inspection Area 10
Animal Control Officer Trucks**

Item #	ACO Truck	A	M	S	Item #	Comments	A	M	S
10-01	Exterior / Clean	X	<input type="checkbox"/>	<input type="checkbox"/>	10-05	Cleaning equipment and chemicals are properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-02	Cab Interior / Clean	X	<input type="checkbox"/>	<input type="checkbox"/>	10-06	Engine (easily starts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-03	Cages / Clean	X	<input type="checkbox"/>	<input type="checkbox"/>	10-07	Cage ventilation system is working properly	X	<input type="checkbox"/>	<input type="checkbox"/>
10-04	Cage doors properly working	X	<input type="checkbox"/>	<input type="checkbox"/>					

-- Comments/Actions Needed --

**Inspection Area 11
Livestock Area**

Item #	Pens	A	M	S	11-05	11-06	11-07	11-08	11-09	11-10	11-11	11-12	11-13	11-14	11-15
11-01	Area is clearly marked as live stock area	X	<input type="checkbox"/>	<input type="checkbox"/>											
1-02	Fence is fully operational with no holes or breaks	X	<input type="checkbox"/>	<input type="checkbox"/>											
11-03	Gates and latches are in proper working order	X	<input type="checkbox"/>	<input type="checkbox"/>											
11-04	All occupied Pens have fresh water	X	<input type="checkbox"/>	<input type="checkbox"/>											
-- Comments/Actions Needed --															

**Inspection Area 12
Veterinary Clinic**

Item #	Entrances and Hallway	A	M	S	12-08	12-09	12-10	12-11	12-12	12-13	12-14	12-15	12-16	12-17	12-18
12-01	Prepped foot baths (front and rear entrances)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
12-02	Clean floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
12-03	Free of debris and clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
12-04	Employee Restroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Item #	Recovery Room	A	M	S											
12-05	Clean countertop and sink areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
12-06	Cages and cage doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
12-07	Kennel runs and doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

**Inspection Area 12 - Continued
Veterinary Clinic**

Item #	Surgery/ Prep Room	A	M	S	Item #	Exam Room	A	M	S
12-16	Clean floors (surgery and prep room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-23	Clean workspace (exam tables, countertops etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-17	Countertops /exam tables are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-24	Cages and cage doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-18	Cages and cage doors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-25	All occupied cages have fresh water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-19	Accuracy of Kennel Cards (i.e. picture, age, AID, and vaccinations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-26	Cleaning supplies clearly labeled and properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-20	*ID bands (sex appropriate ID bands, date, and initials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-27	Stocked with essential medical equipment and medicines and properly secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-21	*Animals identified as aggressive or too young have been noted on kennel card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-28	Refrigerator is clean and neatly organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-22	Trash receptacle not overflowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-29	Refrigerator is stocked with essential vaccines for daily operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --

**Inspection Area 13
Field Operations Building**

Item #	Break Room	A	M	S	13-09	Desks are neat and orderly if not in use	X	<input type="checkbox"/>	<input type="checkbox"/>
13-01	Clean Floor	X	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Laundry Room	A	M	S
13-02	Table Surfaces are clean	X	<input type="checkbox"/>	<input type="checkbox"/>	13-10	Clean Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13-03	Clean Refrigerator	X	<input type="checkbox"/>	<input type="checkbox"/>	13-11	Laundry is neatly organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Equipment Room	A	M	S	12-12	Washer/Dryer are clean and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13-04	Equipment is neatly organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item #	Hallway	A	M	S
13-05	Non-operational equipment has been identified and reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13-13	Clean Floor	X	<input type="checkbox"/>	<input type="checkbox"/>
13-06	Equipment log / up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13-14	Free of debris and clutter	X	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Offices	A	M	S	Item #	Restrooms	A	M	S
13-07	Clean floors	X	<input type="checkbox"/>	<input type="checkbox"/>	13-15	Men's room clean and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13-08	Trash	X	<input type="checkbox"/>	<input type="checkbox"/>	13-16	Women's room clean and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- Comments/Actions Needed --

**Inspection Area 14
Common Areas**

Item #	Common Area	A	M	S	14-03	Facility fence is fully operational with no holes or breaks	X	<input type="checkbox"/>	<input type="checkbox"/>
14-01	General appearance of grounds landscape (i.e. grass and shrubbery)	<input type="checkbox"/>	<input type="checkbox"/>	X					
14-02	Areas throughout facility are clearly marked and identifiable to general public		X	<input type="checkbox"/>		Except adoptions			

-- Comments/Actions Needed --
The grass was very overgrown.

Additional Comments

The kennels were very busy with potential adopters. Adoption paperwork is only done in one adoption kennel. There were several people walking around asking where they should go to adopt. I think it would increase our already impressive adoption numbers if the adoption counselors walked through the kennels, during paperwork lag times, to help customers with the selection process. The door to the adoption area is frequently closed so it can be confusing on whether to enter or not.

Enhanced Enforcement Committee
Report to ACS Advisory Board

June 20, 2012

The Enhanced Enforcement Committee of the Animal Care Services Advisory Board recommends the following:

New Form to be given at the Scene

1. Leave out "or personal delivery". We recommend having all letters sent **Certified Mail, Return Receipt Requested** and indicated in all caps at the top of the letter so Animal Care Services has a permanent record in the file.
2. "How is a Dangerous or Aggressive dog case investigated?" portion should contain getting affidavits from others including the dog owner to be used in the investigation.
3. Between "This starts an investigation..." and "Once completed..." should be what the victim can do in addition to the affidavit and also the owner of the dog, for example, getting affidavits from others who know the dog.
4. Impoundment at a veterinarian's office as an option to ACS should be stated.
5. A timeline should be stated as to when the investigation will be complete and what it involves. If a dog is impounded for 10 days observation, it should not be held for an unreasonable time beyond the 10 days.
6. A place should be provided for a signature of both parties that they have received and understand the information.

Animal Bite Notice

1. Hours of operation may need to be changed.
2. Section 5-126 (D) - animal care services should be capitalized
3. Section 5-127 (A) - should be highlighted so the dog owner is made aware specifically that the dog can be kept at a veterinarian's office.
4. Section 5-133 should also be highlighted.

The Enhanced Enforcement Committee further recommends:

1. Affidavits should be requested from all parties to the Dangerous Dog Designation decision immediately and obtained within a reasonable timeframe - within 10 days.
2. The bite victim should be informed that they can have people who know the particular dog file an affidavit concerning said dog within a certain timeframe to aid in the investigation and be included as part of the investigation file.
3. The owner of a dog pending an investigation as to whether the dog is to be declared "Dangerous", should be given information that affidavits can be given from people who know said dog within a certain timeframe to aid in the investigation and be included as part of the investigation file.
4. Are all parties on both sides should be contacted and allowed for return calls within a timeframe.

5. The investigation should be impartial and conclusions founded on all the evidence gathered.

6. In the PowerPoint Presentation for the Advisory Board dated March 21, 2012, on the page "Revised Process", it should be noted that the Appeal after Municipal Court can be made to County Court.

Ultimately every citizen needs to know exactly what their risk is in owning an animal inside the city limits. Without a clear and open process, no one can make an educated decision on if they want the responsibility to own an animal vs. the risk they are incurring of having it determined dangerous, vicious or being accused of cruelty.

Sallie Scott, Chair
Enhanced Enforcement Committee

Consortium Animal No Kill Progress Report April and May 2012

I. INCREASE COMMUNITY AWARENESS AND OWNER RESPONSIBILITY

Awareness campaign

The Talk About It! campaign of the San Antonio Area Foundation held an adoption and awareness event at Freetail Brewing on April 15th.

- 100 or so people attended.
- ADL and San Antonio Pets Alive! brought adoptable dogs. 6 dogs were adopted.
- The San Antonio Feral Cat Coalition and Talk About It! provided information tables.
- Great Ex-Pet-Tations mobile grooming provided free nail clipping.
- It was not a huge event, but many people brought their own dogs. Freetail is dog friendly on their patio. Freetail Brewing donated \$250 to the Animal No Kill Fund and kicked in \$1 for every growler sold that day.

Talk About It! participated in the District 7 Pet Spring Fling at Nani Falcone park on May 19th, along with many other groups. San Antonio Pets Alive! and ACS brought adoptable dogs and cats. Thanks go to Councilman Cris Medina and Joseph Cortez for setting it up. On that same day, Talk About It! also participated in the Pet Parade at Memorial Library on Culebra. Both of these events provided low-cost vaccination clinics.

II. REDUCE THE NUMBER OF STRAYS/HOMELESS ANIMALS

Spay/Neuter

Here are the number of spay/neuter surgeries performed fiscal YTD through May.

- We have sterilized 32,095 dogs and cats in 2012 FYTD. This is 2,879 (8%) less than the same time period last year.
- Basically, every clinic is doing fewer surgeries this year compared to last year. A couple of the challenges are:
 - Mobile clinics have provided less than half the number of surgeries this year than last year. The ACS mobile clinic is not being used and the SpaySA MASH clinic has been used relatively little.
 - 41% fewer free surgeries have been provided this year compared to last year. The challenge is to figure out how to reach out more effectively to citizens in the zip codes where surgeries are being provided for free.
- On the plus side, the clinics have sterilized 3,585 feral cats in 2012 FYTD, which is a 21% increase over 2011 FYTD.

III. PROMOTE BEST PRACTICES AMONG ALL ANIMAL CARE ORGANIZATIONS

Nothing new to report.

IV. IMPLEMENT EFFECTIVE PUBLIC POLICY AND ORDINANCES

Nothing new to report.



V. SECURE NEEDED HUMAN AND FINANCIAL RESOURCES

Fundraising

We received \$585 in corporate and group donations in May. The Zeta Nu Chapter of the Sigma Kappa Sorority donated \$335 in addition to the donation from Freetail Brewing.

We have received \$117,496 total donations in 2012 FYTD.

The Area Foundation's community grant process is complete. Money from our Animal No Kill Fund was combined with Animal Services field of interest funds in this process. Along with other grants, \$139,000 was awarded to six agencies for spay/neuter related projects. These projects plan to provide a total of 2,780 surgeries from June 2012 through May 2013.

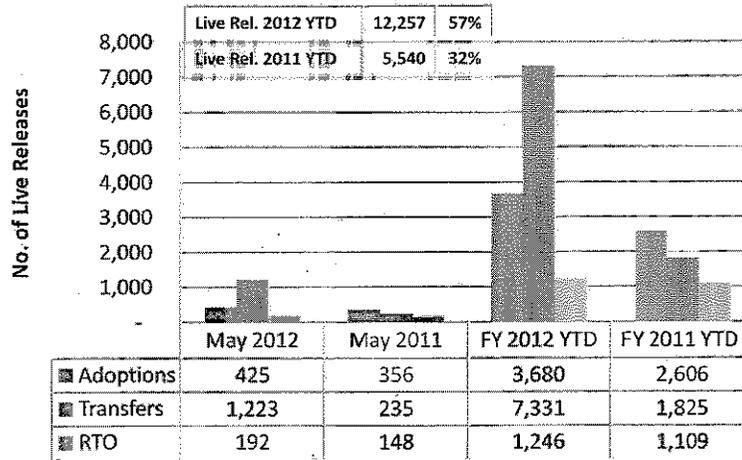
The Wilson-Roberson Fund of the San Antonio Area Foundation awarded \$24,500 each to ACS and SpaySA for their spay/neuter programs.

VI. FOSTER DEVELOPMENT OF CONSORTIUM OF PARTNERS

Consortium

The Consortium of Partners is undergoing changes in membership and focus. The next meeting of the Consortium will probably be in August.

ACS Live Release (Fiscal YTD)



1

Date	Intake	Live Release	Healthy & Treatable Euthanasia	Unhealthy Untreatable Euthanasia	Total Euthanasia	Live Release Pct	Euthanasia Pct
May 2012	4,220	1,840	736	1,230	1,966	48.3%	51.7%
2012 FYTD	22,469	12,257	3,592	5,127	8,719	56.7%	40.3%
2011 FYTD	18,314	5,540	4,392	8,114	12,049	31.5%	68.5%

Monthly Adoptions: 425 (Up 73 (21%) from previous month)
 Total Transfers: 1,223 (Down 317 (21%) from previous month)
 Total RTO's: 192 (Up 34 (22%) from previous month)
 Total Offsite Adoptions: 32 (Up 16 (100%) from previous month)
 Live Release: 1,840 (Down 210 (10%) from previous month)
 Intake: 4,220 (Up 801 (23%) from previous month)
 Healthy & Treatable Intake: 3,293 (Up 716 (28%) from previous month)
 Healthy & Treatable Live Release Rate: 53.6% (Down 18% from previous month)
 Healthy & Treatable Euthanasia Rate: 22.4% (Up 6% from previous month)

Fiscal YTD Adoptions: 3,680 (Up 1,074 (41%) from FYTD 2011)
 Fiscal YTD Transfers: 7,331 (Up 5,506 (302%) from FYTD 2011)
 Fiscal YTD RTO's: 1,246 (Up 137 (12%) from FYTD 2011)
 Fiscal YTD Offsite Adoptions: 289 (Down 207 (42%) from FYTD 2011)
 Fiscal YTD Live Release: 12,257 (Up 6,717 (121%) from FYTD 2011)
 Fiscal YTD Intake: 22,469 (Up 4,155 (23%) from FYTD 2011)
 Healthy & Treatable Intake: 17,348 (Up 5,226 (43%) from FYTD 2011)
 Healthy & Treatable Live Release Rate: 67.5% (Up 17% from FYTD 2011)
 Healthy & Treatable Euthanasia Rate: 20.7% (Down 16% from FYTD 2011)

Notes:

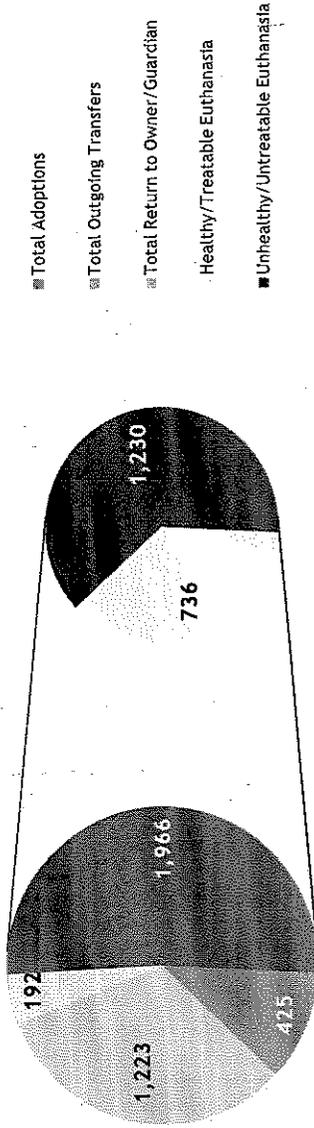
1. Intake and RTO in May set new records.
2. Although Live Releases and Euthanasia numbers for May reversed the trends of the past 7 months, year to date numbers are still ahead of plan for FY 2012 and way ahead of last year.
3. This is the first month since October 2011 that euthanasia was higher than live release.

Animal No Kill Program
Strategic Plan Status MAY 2012

Live Release Rate = 48%

Total Intake = 4,220
Total Outcomes = 3,806

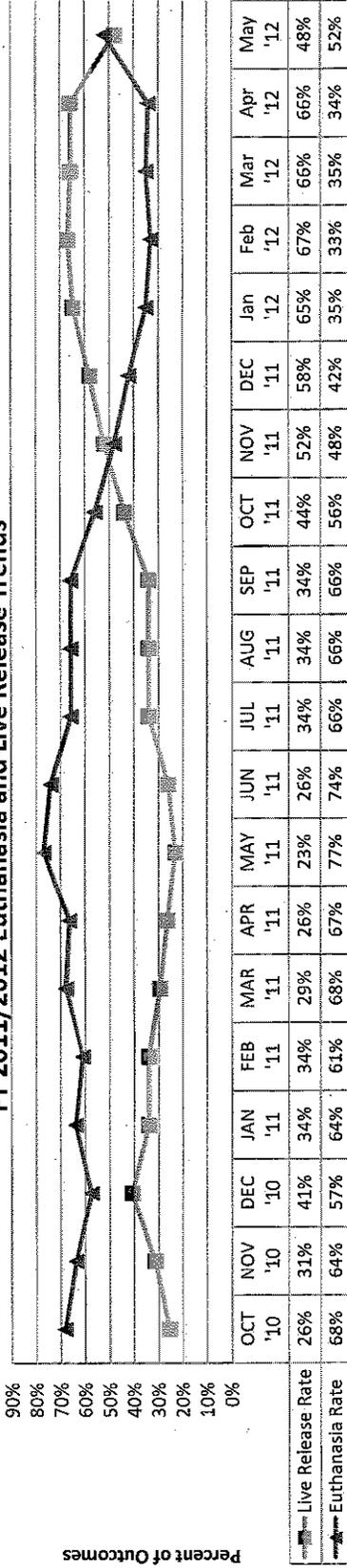
New record for Returns to Owners



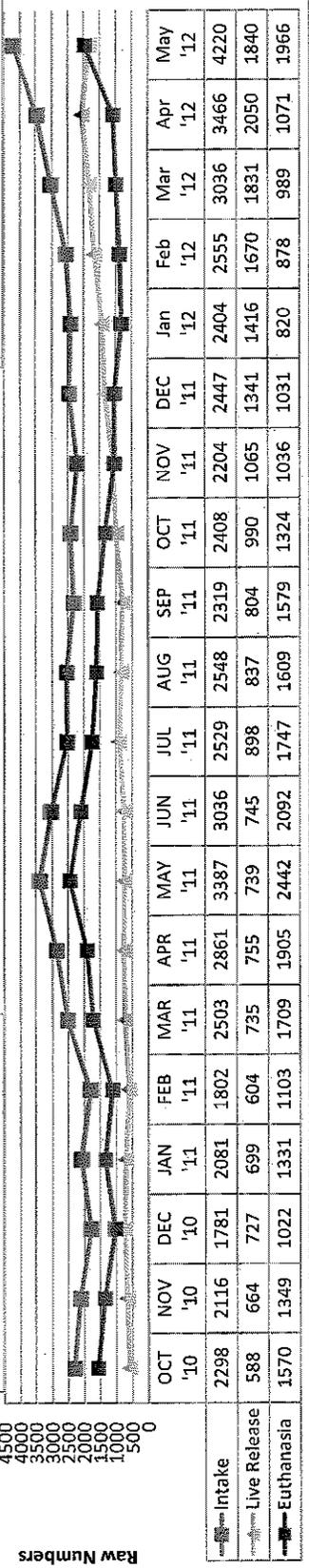
*May1 - May31, 2012

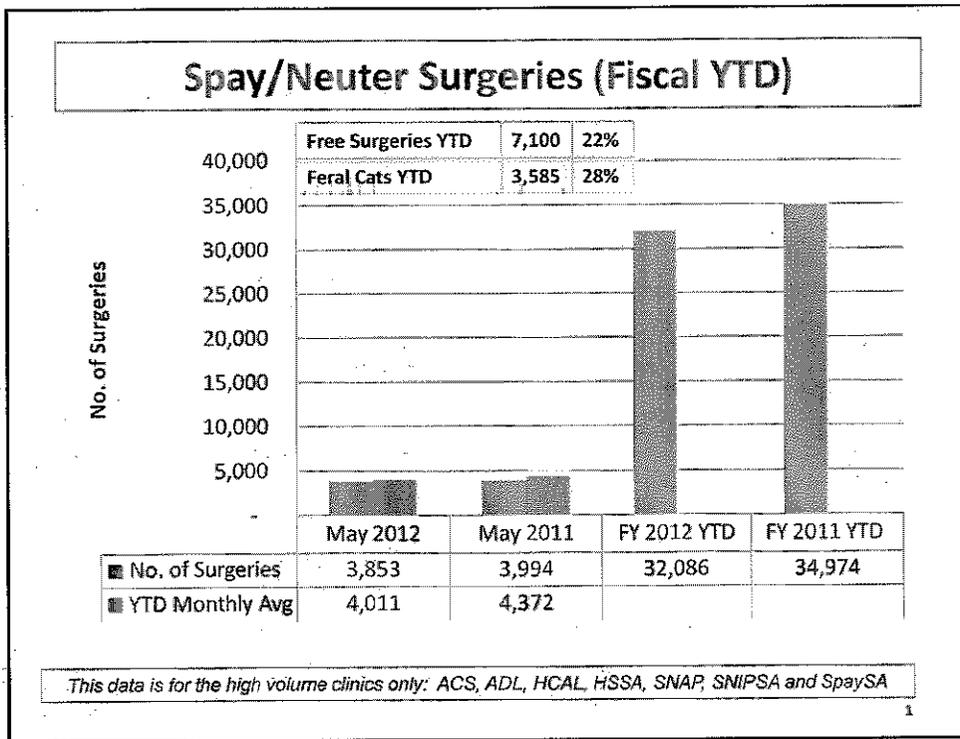
Note: Statistics do not include owner requested euthanasia for unhealthy/untreatable dogs and cats.

FY 2011/2012 Euthanasia and Live Release Trends



FY 2011/2012 Statistics





Here are the number of spay/neuter surgeries performed last month and fiscal YTD through last month.

You can see that May of this year was lower than May of last year by 141 surgeries. This is a 4% decrease from last year.

2012 FYTD is 2,888 lower than 2011 FYTD, an 8% decrease from last year.

Free surgeries are 41% lower than FY 2011 YTD. Feral Cat surgeries are 21% higher than last year.