

City of San Antonio



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CITY CLERK

2017 OCT 13 PM 2:33

AGENDA
Animal Care Services Advisory Board

Wednesday, October 18, 2017

6:30 PM

4710 State Hwy 151

City Staff will be available to meet with citizens for questions at 5:45 PM

A MEETING OF THE SAN ANTONIO ANIMAL CARE SERVICES ADVISORY BOARD WILL BE HELD IN THE ANIMAL CARE SERVICES FACILITY, 4710 STATE HIGHWAY 151, SAN ANTONIO, TEXAS 78227 ON WEDNESDAY, OCTOBER 18, 2018 AT 6:30 P.M., TO CONSIDER THE FOLLOWING MATTERS:

Call to Order (6:30pm)

1. **17-5799** Approval of Minutes for the August 16, 2017 Advisory Board meeting.

Individual Items for Consideration

2. **17-5802** Director's Report regarding performance measures for Animal Care Services pertaining to field, live release, shelter, clinic operations, education & outreach, diversion program, 4-Paws program and bites program. [Heber Lefgren, Director, Animal Care Services]
3. **17-5784** Discussion of the FY 2018 action plan that includes the education campaign regarding the implementation of City Code Chapter 5 "Animals" amendments. [Heber Lefgren, Director, Animal Care Services]
4. **17-5785** Discussion and presentation regarding the Animal Care Services Advisory Board member orientation. [Heber Lefgren, Director, Animal Care Services]
5. **17-5800** Report regarding the inspections of Animal Care Services facility located at 4710 State Hwy 151, Brackenridge facility located at 210 Tuleta, ADL Stray Kennels facility located at 11300 Nacogdoches Rd and Brooks Clinic located at 8034 City Base Landing. [Rita Braeutigam, ACS Advisory Board Chair]

Citizens to be Heard

Determination of Next Meeting Date

Adjournment

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.

ACCESSIBILITY STATEMENT: This meeting site is wheelchair accessible. Parking is available. Auxiliary Aids and Services are available upon request (Interpreters for the Deaf must be requested forty-eight [48] hours prior to the meeting). For Assistance, Call (210) 207-7268 Voice/TTY.

Animal Care Advisory Board Members:

Michael Shannon, Mayor's Appointee | Dr. Shannon Espy, Dist. 2 Appointee | George Garcia, Dist. 3 Appointee | Rita Braeutigam, Chair, Dist. 4 Appointee | Karen Speer, Board Secretary, Dist. 5 Appointee | Kathy Davis, Dist. 6 Appointee | Valerie Moore, Dist. 7 Appointee | Susan Beldon, Vice Chair, Dist. 9 Appointee | Sallie Scott, Dist. 10 Appointee

2017 OCT 13 PM 2:33

CITY OF SAN ANTONIO
CITY CLERK'S OFFICE



ANIMAL CARE SERVICES ADVISORY BOARD

Meeting Minutes

August 16, 2017, 6:30 p.m.
4710 State Highway 151, Annex Training Rooms 1 & 2
San Antonio, TX 78284

ACS Board Members: Rita Braeutigam-Chair, Mona Thaxton-Vice Chair², Karen Speer-Secretary, Valerie Moore, Sallie Scott, Shannon Espy, George Garcia, Michael Shannon and Susan Beldon

Ex-Officio Members: Heber Lefgren, Maria Villagomez, and Roger Pollok

Staff Liaison: Maria Kieke

I. Call to Order

Rita Braeutigam, Board Chair, convened the meeting at 6:38 PM.

II. Approval of Minutes

Valerie Moore motioned to approve the April 19, 2017 and June 21, 2017 meeting minutes seconded by Michael Shannon. Motion passed.

III. Director's Report

Heber Lefgren provided the Animal Care Services Advisory Board with an update on the following topics: Update on the FY2018 Budget, Chapter 5 & Strategic Plan, ACS Field Officer Academy, front lobby enhancements, PetHub Initiative, staffing update and statistical June 2017 thru July 2017 performance indicator report. Full report handouts were provided to Board members.

IV. ACS Advisory Board Elections

On August 16, 2017 the ACS Board conducted their Annual Board Member Elections to take effect October 1, 2017 the City of San Antonio's Fiscal Year. Board voted as follows: Rita Braeutigam was elected as Board Chair, Susan Beldon elected as Vice-Chair and Karen Speer was elected as Board Secretary.

V. Staff briefing and possible action on the ACS Strategic Plan, Revisions to Chapter 5 and the Comprehensive Communication strategy

Heber Lefgren presented the preliminary recommended revisions to Chapter 5 of the City Code and the ACS Strategic Plan to the Advisory Board. The presentation included a summary of the feedback ACS has received from the community which included over 4,000 completed surveys. The revisions were consistent with the information presented to City Council at the June 14 "B" Session.

The Board approved staff's recommendations with the following amendments:

- Impoundment – Provide ACS with the ability to impound pets if found roaming free of restraint, sold at unauthorized locations, or found repeated non-compliant with needed permits and spay/neuter requirements
- Tethering Regulations – Eliminate the “no tethering between the hours of 10:00 PM and 6:00 AM”
- Animal Limits – Increase the maximum number of fowl permitted from 3 to 8. The eight fowl should not be counted towards the maximum number of cats and dogs permitted
- Noise Nuisance – Increase the amount of time a dog can bark continuously from 10 minutes to 20 minutes, and also must be heard from inside a dwelling structure or 100 yards away

Full report handouts were provided to Board members.

² Indicates not present at Board Meeting



City of San Antonio Animal Care Services Department Director's Report



October 18, 2017

In November 2016, a German Shepard named Shelby, came to ACS as a stray in need of urgent medical attention. Shelby suffered from dehydration, malnourishment, and severe hair loss. After receiving medical treatment from our clinic staff, Shelby was rescued by the Canyon Lake Shelter on the eve of Thanksgiving. Shortly after, she was adopted by a loving family and was able to start a new beginning in her forever home. Shelby is just one example of how our rescue partnerships collaborate with communities to achieve a mutual goal to give all pets a life in a loving home. Here is a look at Shelby's incredible transformation.



CHAPTER 5 AND STRATEGIC PLAN UPDATE: During the past eight months, ACS held 15 community meetings across the City and collected 5,000 surveys from the public and key stakeholders regarding updates to Chapter 5 and the ACS Strategic Plan. ACS also presented continual updates to the Animal Care Services Advisory Board and their Chapter 5 subcommittee, who both unanimously approved the proposed recommended revisions. Utilizing feedback from the Mayor and City Council, the ACS Advisory Board, the community and key stakeholders, ACS proposed recommended revisions to eight key code changes in Chapter 5 of the City Code as well as recommended clean-up language in order to improve enforcement of existing laws. On October 3, the San Antonio City Council approved the revisions to Chapter 5 and Chapter 20 of the City Code and the continuation of the Strategic Plan which will enhance enforcement in San Antonio. All changes to Chapter 5 and Chapter 20 of the City Code became effective immediately after City Council approval. However, ACS will provide a grace period for the enforcement of the new animal laws and begin a targeted education campaign beginning in late October 2017. The enforcement grace period will end in February 2018 and full enforcement will begin in March 2018. I would like to thank the Advisory Board for all of their work in getting these plans approved by City Council. A special thanks to the members of the Advisory Board Chapter 5 Subcommittee which included Rita Braeutigam, Susan Beldon, Karen Speer, and the ACS City attorney liaison Monica Hernandez. This has been a vigorous process that has led to great improvements in creating enforceable laws.

FY 2018 BUDGET: On September 14, 2017, the City Manager adopted the FY 2018 Budget which included the addition of one Animal Care Officer for City Council District 1. This position will allow ACS to work closely with District 1 residents on preventing animal related issues. ACS anticipates that the District Officer will impound 700 additional pets, return 168 pets to their owners, and issue 240 additional citations. The District Officer program started two years ago as a pilot program in District 2 and District 5 and has grown to include District 3 and District



4 due to its success. This program has increased ACS visibility by enabling our District Officers to attend neighborhood meetings, participate in block walking events, and attend Homeowner Association meetings to provide proactive enforcement services in the community. The adopted budget also included target adjustments to maintain our services and enhance the areas of clinic services, field operations, community spay-neutering and high volume pet partnerships. These adjustments added an additional \$832,289 to our FY 2018 budget.

FY 2017 STATISTICAL ACCOMPLISHMENTS: Through the teamwork, integrity, innovation and professionalism of our staff, Animal Care Services successfully addressed and completed many accomplishments. These goals include:

- **Live Release:** For the first time in history, ACS has achieved a historic 91% live release rate on all animals in FY 2017. This is a 3% increase (88%) from FY 2016. Although I am proud of our success, I recognize there is still a need for more work and additional partnerships in order to address local animal related issues. I am thankful that we have so many rescue partners to help ACS achieve the 91% live release rate.
- **Return to Owners:** A record 6,918 pets were returned to their owner (RTO) through the Shelter and in the Field which represents an increase of 19% from FY 2016 and 47% in FY 2015.
- **In FY 2017,** our rescue partners pulled over 12,600 pets. I want to recognize the assistance that all of our rescue partners provided this year.
- **Citations:** Over 11,000 civil and criminal citations were issued in FY 17. The Civil citation process provided residence with the opportunity to reduce their citation fee if they correct their cited issues. This provided ACS with the opportunity to have crucial conversations with residents to boost responsible pet ownership in San Antonio.
- **Education and Outreach:** The Education and Outreach team visited over 27,000 homes in FY 2017, a 6% increase (1,500) from FY 2016 and made contact with over 71,900 people. The team also visited 159 schools with a targeted outreach in high risk/need areas of San Antonio.



NATIONAL NIGHT OUT: Animal Care Services had a robust involvement in recent National Night Out activities. Held annually on the first Tuesday of October, the nationally recognized event sees communities joining in partnership with resource agencies to promote healthy, safe neighbors and communities. Teams of Animal Care Officers and Education Coordinators visited 30 National Night Out events held throughout the City including churches, community centers, parks and private homes. ACS staff was able to reach over a 1,000 residents during this event.



RESCUE PARTNERSHIP: In an effort to enhance the partnerships with local rescue groups, ACS has partnered with San Antonio R.O.C.K.S. and Texas Chihuahua Rescue to help aid in reducing the City's homeless pet population. I reiterate our thanks to all of the rescue partners for their dedication and hard work in the community.



STAFFING UPDATE: There are several recent promotions and new hires within the Department that I would like to highlight:

- Annamarie Cozzi was recently promoted to Lead Animal Care Officer. Annamarie has been with ACS for five years and spent the last three years contributing as an ACS Officer. She continues to be a great asset to the ACS team.
- Hayden Hale has joined the ACS family as a Management Analyst for Clinic Operations. Hayden joins ACS as a recent graduate of UTSA earning his MBA in Management Science.
- Keri Johnson, Marissa Harries, and Asia Carter have joined our team as Animal Care Attendants.
- Crystal Sewell has joined our team as an ACS Officer. Prior to becoming an ACS officer, Crystal was a spay-neuter coordinator under a grant funded position for our Live Release department.

UPCOMING EVENTS: The following are some of the many upcoming events at ACS:

OCTOBER

- Comprehensive Neighborhood Sweeps Initiative: October's efforts will be in District 1. These events will be held at the Tobin Community Center on 1900 W. Martin.
 - October 21: Free Rabies/Microchip Clinic from 10:00 AM to 1:00 PM.

NOVEMBER

- Comprehensive Neighborhood Sweeps Initiative: November's efforts will be in District 5. These events will be held at the Cassiano Community Center on 1440 S. Zarzamora.
 - November 3: Free Microchip Clinic from 2:00 PM to 5:00 PM.
 - November 11: Blockwalking efforts from 8:00 AM to noon.
 - November 18: Free Rabies/Microchip Clinic from 10:00 AM to 1:00 PM.
- Meet the Director: The Director will be available to answer questions from residents on Wednesday, November 15



City of San Antonio Animal Care Services Department Director's Report



AUGUST 2017 – SEPTEMBER 2017

ENHANCED ENFORCEMENT

Performance Indicators	FY 16 Actual	FY 17 Target	FY 16 YTD Actual	FY 17 YTD Target	FY 17 YTD Actual	Aug. Total	Sep. Total
Call-for-Service Requests (Overall)	100,962	101,000	100,962	101,000	98,092	8,559	8,216
<i>Citizen-Initiated</i>	69,184	69,000	69,184	69,000	68,522	5,878	5,821
<i>ACS-Initiated</i>	31,778	32,000	31,778	32,000	29,570	2,681	2,395
Impoundments (Overall)	31,811	31,000	31,811	31,000	30,129	2,552	2,226
<i>Dogs</i>	25,347	24,557	25,347	24,557	24,083	2,024	1,731
<i>Cats</i>	6,464	6,443	6,464	6,443	6,046	528	495
Return-to-Owners (Field)	3,055	3,800	3,055	3,800	3,588	407	324
Citations/Warnings Issued	10,933	13,000	10,933	13,000	11,184	821	761
Aggr./Dang. Dog Designations*	34		34*		42*		
Serious Bodily Injury Cases**	7		7**		7**		
Cruelty Cases Filed**	72		72**		81**		

IMPROVED CONTROL OF STRAY POPULATION

Performance Indicators	FY 16 Actual	FY 17 Target	FY 16 YTD Actual	FY 17 YTD Target	FY 17 YTD Actual	Aug. Total	Sep. Total
Surgeries Performed In-House	18,729	17,125	18,279	17,125	18,917	1,555	1,597
<i>ACS</i>	14,069	13,125	14,069	13,125	14,052	1,159	1,116
<i>Community Cat Program</i>	4,660	4,000	4,660	4,000	4,865	396	481
Surgeries Performed by Partners	12,373	11,875	12,373	11,875	11,552°	586	655°
Microchips Registered	22,251	22,000	22,251	22,000	22,182	1,603	1,833
<i>Free 5K</i>	7,391	5,000	7,391	5,000	7,865	397	541
Deceased Dog/Cat Pick-Up	21,321		21,321		20,666	1,609	1,584

INCREASED LIVE RELEASE

Performance Indicators	FY 16 Actual	FY 17 Target	FY 16 YTD Actual	FY 17 YTD Target	FY 17 YTD Actual	Aug. Total	Sep. Total
Live Release Rate	88.4%	88.5%	88.4%	88.5%	91.5%	94%	94.9%
Adoptions	7,192	7,300	7,192	7,300	7,061	594	551
Rescues	13,096	12,900	13,096	12,900	12,688	1,184	1,060
Return-to-Owners (Overall)	5,769	6,400	5,769	6,400	6,918	625	617
Trap-Neuter>Returns	1,051	680	1,051	680	973	145	75
Pets Fostered	1,461	1,500	1,461	1,500	1,260	125	77
Volunteer Hours	16,397	17,000	16,397	17,000	15,700	1,104	1,018

ENGAGE & EDUCATE THE COMMUNITY/OTHER

Performance Indicators	FY 16 Actual	FY 17 Target	FY 16 YTD Actual	FY 17 YTD Target	FY 17 YTD Actual	Aug. Total	Sep. Total
Education & Outreach Events	392	400	392	400	322	28	17
Media Interactions	816	750	816	750	853	229	32
FY 2017 Budget	\$12.93 M	\$13.93 M		\$13.93M	\$13.93M ^Δ		

*This statistic represents cases that have actually been deemed and designated as aggressive/dangerous and presented quarterly.

**This statistic represents cases that have been investigated, packaged, and delivered to the prosecutor for potential prosecution and presented quarterly.

° Information pending 2 Partners quarterly report from July through September.

Δ Unaudited year-end estimate.



City of San Antonio
Animal Care Services Department



**Advisory Board Inspection Checklist
– ACS Stray Kennels at Animal Defense League –**

Advisory Board Member Name(s): Rita Braeutigam _____

Date of Inspection: 10/12/17 _____

Time of Inspection: 5:30

Kennel #10	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	n/a *				
Runs and cages are thoroughly cleaned and sanitized between occupants	X Per Staff				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X				
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair	X				

Comments/Actions Needed

- Protocol is to rinse between scooping and to sanitize in the am.

Kennel #11	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				

Pooper Scoopers are kept in a clean disinfection solution between scooping each run	*n/a Noted				
Runs and cages are thoroughly cleaned and sanitized between occupants	X Per staff				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X				
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair	X				

Comments/Actions Needed

Water on the floor in the interior of the kennel- staff area in the rear. The hose handle is very sensitive. If it is not centered exactly to the right of the off position it leaks. Not a slipping hazard due to the location.

Kennel #12	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	*n/a Noted				
Runs and cages are thoroughly cleaned and sanitized between occupants	X Per Staff				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X				
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair	X				

Comments/Actions Needed

General Premises	Excellent	Good	Fair	Poor	N/A
Landsaped area free of feces	X				
Doors to agility area are operational and free of feces	n/a				
Dog waste stations stocked	n/a				
Trash receptacles not overflowing	X				
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes	X				
Comments/Actions Needed					

Additional Notes:



City of San Antonio
Animal Care Services Department



**Advisory Board Inspection Checklist
– 151 Main Campus –**

Advisory Board Member Name(s): Susan Beldon

Date of Inspection: October 3, 2017 **Time of Inspection:** 1:15 pm

Administration Building	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Clean floors, windows, and doors	X				
Proper signage in place	X				
Intake area neat & orderly	X				
Floors are clear of safety hazards	X				
Every animal is being scanned upon intake	X				
Comments/Actions Needed					
Clinic	Excellent	Good	Fair	Poor	N/A
Staff is courteous and informative to all members of the public as well as fosters	X				
Clean floors, doors, & windows		X			
Hand sanitizer available	X				
Back Kennel runs are free of feces and urine	X				
Exam tables are cleaned between animals receiving treatment or exams	X				
Exam room washing station fully stocked with gloves	X				
Halls and walkways are free of debris and safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
All cleaning tools are disinfected at the end of the day	X				
Recovery room washing station fully stocked with gloves	X				
Surgical room washing station fully stocked with gloves	X				
Any temporary holding cages outside clinic are clean	X				
Controlled substances stored in locked cabinet when not in use	X				
Surgical patients are recovered using proper protocol and recovery sheet present	X				
The clinic building is in good repair	X				
Humane number of cats/kittens in each cage	X				
Comments/Actions Needed					
Sally port clean. Roof repair being completed on damaged metal roof canopy					

Cattery (Building 5)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Cat cages are clean	X				
Litter boxes are clean with no offensive odor	X				
All cages have fresh water	X				
All counter surfaces are clean	X				
Hand sanitizing stations are visible and full	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Appropriate signage and kennel card on each occupied cage	X				
All cages are cleaned and sanitized between occupants	X				
Floor is free of debris or safety hazards	X				
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	X				
Intake vaccinations recorded on each kennel card	X				
The Cattery building is in good repair	X				
Comments/Actions Needed					
Asia was very helpful and answered questions. Cattery very clean and neat.					
Outside Cattery	Excellent	Good	Fair	Poor	N/A
Litter boxes are clean with no offensive odor	X				
Fresh water is available	X				
Area is free of debris or safety hazards	X				
Appropriate signage and kennel card(s) visible	X				
Comments/Actions Needed					
Livestock Area	Excellent	Good	Fair	Poor	N/A
Corrals are clean and free of feces	X				
Fresh water is available for any occupants	X				
Fresh hay/feed is available for any occupants	X				
Area is free of debris or safety hazards	X				
Comments/Actions Needed					
Two donkeys present in livestock area					

Dog Kennel (Building 4)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Intake vaccinations recorded on each kennel card	X				
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	X				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X				
Stainless steel cages are clean and have fresh newspaper	X				
Clean floors, doors, and windows	X				
There is no offensive odor		X			
Kennel building and equipment are in good repair	X				
Comments/Actions Needed Large sign advertising dog training classes for all ACS adopters-very positive! Treats in all cups outside dog cages needed.					
Outdoor Sally Port Runs (Behind Building 4)	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Area is free of debris or safety hazards	X				
Comments/Actions Needed Dirty pooper scooper by waste station next to play yards					
Outdoor Exercise Yards (Between Buildings 3 & 4)	Excellent	Good	Fair	Poor	N/A
Clean and free of feces	X				
Play pools (if available) filled with fresh water	x				
Doors operate properly		x			
Waste stations are stocked	x				
Comments/Actions Needed The first play yard has a lock that needs adjustment. There were empty boxes that were a tripping hazard on sidewalk.					

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Dog Kennel (Building 3)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public		X			
Kennel runs are free of feces and urine			X		
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Intake vaccinations recorded on each kennel card	X				
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	X				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X*				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X				
Stainless steel cages are clean and have fresh newspaper	X				
Clean floors, doors, and windows	X				
There is no offensive odor		X			
Kennel building and equipment are in good repair	X				

Comments/Actions Needed
***One drain has service request pending**
Treats is all cups outside of dog cages needed

Outdoor Sally Port Runs (Behind Building 3)	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Area is free of debris or safety hazards	x				

Comments/Actions Needed

Dog Kennel (Building 2)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	N/A				
Kennel runs are free of feces and urine				X	
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Intake vaccinations recorded on each kennel card	X				
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	X				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X				
Stainless steel cages are clean and have fresh newspaper	X				
Clean floors, doors, and windows	X				
There is no offensive odor				X	
Kennel building and equipment are in good repair	X				
Comments/Actions Needed Heather Guthrie took us around. Many of the kennels had feces and there was a bad odor. Nothing broken					
Outdoor Sally Port Runs (Behind Building 2)	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces and urine	N/A Empty				
Fresh water in each occupied run	N/A				
Area is free of debris or safety hazards	N/A				
Comments/Actions Needed					

EBI Building	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces or urine	X				
Incinerator in proper working condition	X per staff				
Enough receptacles for remains	X				
All remains are either in receptacle or in cooler	X				
Remains not to be incinerated properly labeled in cooler	X				
Halls and walkways are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X ACS protocol per staff				
Every animal scanned for microchip prior to euthanasia	X per staff				
Controlled substances stored in locked cabinet when not in use	X				
EBI room a quiet environment for animals	X				
All surfaces are clean and free of unnecessary clutter	X				
Cats euthanized by IP injection and kept in quiet location pre and post injection	X				
EBI room is clean and free of odor		X			
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	X				
EBI building and equipment in good repair	X				
Comments/Actions Needed					
Back door jams-needs to be repaired					
Wash Bay/Laundry	Excellent	Good	Fair	Poor	N/A
Laundry area orderly and fully stocked		X			
ACO Trucks are washed and sanitized after unloading	No trucks being cleaned at time				
Area is free of debris or safety hazards	X				
Comments/Actions Needed					
Floor dirty. Laundry detergent barrel tipped to side. Wall by washer water pipe damaged and insulation visible. Plastic hanging down from ceiling above exhaust unit. To the right of door electric box open and wires were exposed.					

Annex Building	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	no staff				
Training Rooms are clean and orderly		X *			
Lobby is clean and orderly	X				
Men's restroom is clean and stocked	X				
Women's restroom is clean and stocked	X				
Comments/Actions Needed					
General Premises	Excellent	Good	Fair	Poor	N/A
Landscaped area free of feces	X				
Doors to agility area are operational and free of feces	X				
Dog waste stations stocked	X				
Trash receptacles not overflowing	X				
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes		X			
Comments/Actions Needed					
<ul style="list-style-type: none"> ● Overflow of supplies 					

Additional Notes:



City of San Antonio

Animal Care Services Department

**Advisory Board Inspection Checklist
– Building #1 at 151 Main Campus –**

Advisory Board Member Name: Susan Beldon

Date of Inspection: October 3, 2017 Time of Inspection: 1:15 pm

Building 1	Excellent	Good	Fair	Poor
Staff and volunteers are friendly, informative, and courteous to all members of the public		X		
Kennel runs are free of feces and urine		X		
Fresh water in each occupied run	X			
Aisles are free of debris or safety hazards	X			
Appropriate signage and kennel card on each occupied cage	X			
Pooper Scoopers are kept in a clean disinfection solution between scooping each run		X		
Runs and cages are thoroughly cleaned and sanitized between occupants	X			
Hand sanitizer available	X			
Drains free of debris	X			
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X			
Sinks and tubs are in working order, clean, and free of debris			X	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X			
Stainless steel cages are clean and have fresh newspaper		X		
Foot bath mats are filled with disinfectant	N/A			
Clean floors, doors, and windows		X		
There is no offensive odor		X		
Kennel building and equipment are in good repair	X			
Comments/Actions Needed				
Outdoor Exercise Yards (Next to Building 1)	Excellent	Good	Fair	Poor
Clean and free of feces				X
Play pools (if available) filled with fresh water	N/A			
Doors operate properly	X			
Waste stations are stocked	X			
Comments/Actions Needed				

Additional Notes: There were green signs attached to all kennels which housed a dog that read - Please take a second look. You are someone. You can do something. You can save me. Please help. I am urgent today. Foster. Adopt. These signs are misleading in that they infer that a particular dog is at risk for euthanasia.

By the outside exercise yard there was a puddle of green standing water. In the left run the turf had been lifted up creating a large hole. There was a dog collar on the ground in the run.
