

City of San Antonio



RECEIVED
CITY OF SAN ANTONIO
CITY CLERK

2018 APR 13 PM 12:05

AGENDA Animal Care Services Advisory Board

Wednesday, April 18, 2018

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, APRIL 18, 2018 AT 6:30 P.M., TO CONSIDER THE FOLLOWING MATTERS:

Call to Order (6:30pm)

1. **18-2907** Approval of Minutes for the February 21, 2018 Advisory Board meeting.

Individual Items for Consideration

2. **18-2908** Director's Report regarding performance measures for Animal Care Services pertaining to field, live release, shelter, clinic operations and education & outreach. [Heber Lefgren, Director, Animal Care Services]
3. **18-2909** Briefing on the new on-line educational resource library created on the ACS website that contains educational and bite prevention resources for the community. [Heber Lefgren, Director, Animal Care Services]
4. **18-2910** Update on the planned Stray Dog Survey. [Heber Lefgren, Director, Animal Care Services]
5. **18-2911** Report regarding the inspections of the 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]
6. **18-2912** 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 | Cynthia Cox, Dist. 1 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 | Kathleen Davis, Dist. 6 Appointee | Valerie Moore, Dist. 7 Appointee | Travis Block, Vice Chair, Dist. 8 Appointee | Susan Beldon, Dist. 9 Appointee | Sallie Scott, Dist. 10 Appointee

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2018 APR 13 PM 12:05



ANIMAL CARE SERVICES ADVISORY BOARD

Meeting Minutes

February 21, 2018, 6:30 p.m.

4710 State Highway 151, Annex Training Rooms 1 & 2

San Antonio, TX 78284

ACS Board Members: Rita Braeutigam-Chair, Susan Beldon-Vice-Chair, Karen Speer-Secretary, Valerie Moore, Sallie Scott², Shannon Espy, George Garcia², Michael Shannon², Kathy Davis, Cynthia Cox and Travis Block

Ex-Officio Members: Heber Lefgren, Maria Villagomez and Lori Calzoncit

Staff Liaison: Michael Rodriguez, Assistant to the Director

I. Call to Order

Rita Braeutigam, Board Chair, convened the meeting at 6:32 PM.

II. Approval of Minutes

Valerie Moore motioned to approve the December 6, 2017 Advisory Board meeting minutes seconded by Kathy Davis. Motion passed.

III. Director's Report

Heber Lefgren provided the Animal Care Services Advisory Board with an update on the following topics: ACS Apprenticeship program, Animal Care Officer Academy, Education & Outreach advertising promotions, Spay-Neuter Assistance Program Agreement, staffing update and statistical December 2017 thru January 2018 performance indicator report. Full report handouts were provided to Board members.

IV. Briefing on the status of the Fiscal Year 2018 Animal Care Services Action Plan.

The Director presented to the Board an update on the status of the FY2018 Animal Care Services Action Plan regarding the various programs provided to the community such as Live Release Transport Partner Search, Chapter 5 Preparation, Chapter 5 Law Revisions/Educating the Community, Assignment of ACO to District 1, and Expansion of Cat spay/neuter services. The programs will help increase transparency/communications, improve customer service, increase training, and help diversify ACS's portfolio. Full report handouts were provided to Board members.

IV. Briefing on the Animal Care Services Bites and Dangerous Dog Process.

The Director presented to the Board a presentation regarding the Bite investigations and determination process that provides tools to residents regarding quarantine for rabies, aggressive dog designations, dangerous dog designations, serious bodily injury designations and attack by dog (criminal investigation). These processes will help citizens understand the law, determination and procedures related to bites/dangerous dog designations in the City of San Antonio. Full report handouts were provided to Board members.

VI. Report regarding the inspection of Animal Care Services facility located at 4710 State Hwy 151, Brackenridge facility located at 210 Tuleta, ACS Stray Kennels at Animal Defense League facility located at 11300 Nacogdoches Road and Brooks Clinic located at 8034 City Base Landing.

Shannon Espy presented the inspection report for the ACS Stray Kennels at Animal Defense League facility. Karen Speer presented the inspection report for the Brooks facility. Rita Braeutigam presented the inspection report for the Brackenridge facility. Kathy Davis presented the inspection report for the 151 Main Campus.

VII. Citizens to be heard

1. Vicky Steerman

² Indicates not present at Board Meeting

2. Rachel Bauman
3. John Bachman
4. Lynda Ramirez gave time to John Bachman
5. Deanna Lee
6. Susan Peace
7. Alan Neff

VIII. Next meeting

The next ACS Advisory Board meeting is scheduled for April 18, 2018 at 6:30 p.m.

IX. Adjournment

The meeting adjourned at 8:38 p.m.



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



April 18, 2018

It continues to amaze me how doing the small and simple things consistently (such as keeping your pets properly contained, spay/neutering your pet, and providing basic care) can have a greater impact for good in the community and help San Antonio remain a safe and family-friendly destination than large and complex initiatives.

Although ACS participates in an award-winning marketing campaign designed to educate the community about responsible pet-ownership, we can always do more to help residents understand what those obligations look like. As I speak with community members, I often hear from individuals desiring to help, but not knowing where to start. While I have seen the benefits and effectiveness associated with our marketing strategy, I recognize that no commercial can ever be as influential as a conversation with one's parents, grandparents, friends, or neighbor. I've also learned that success comes quicker through partnerships in our community. To that end, ACS is working on strengthening collaborations in order to maximize education and outreach efforts.

Last week, ACS celebrated National Bite Prevention Week by working with the U.S. Postal Service to encourage responsible pet ownership. During a joint press conference, I called upon members of the San Antonio community to join ACS by using whatever personal influence they have to help encourage and share the message about responsible pet ownership. As a resource for residents, ACS has created an ACS Online Resource Library where short instructional videos and other education materials can be accessed and used by community leaders to help communicate a unified message of responsible pet ownership. These resources can be shared freely by the public through their individual social media profiles or by neighborhood leaders in newsletters, e-blasts or other forms. It is my hope that this ever growing library can serve as a helpful resource for everyone in our great community--pet owners and non-pet owners alike.



SAPD CANINE ENCOUNTERS COURSE: Starting in May, the ACS Field Operations division will be partnering with SAPD by teaching a 4 hour long Canine Encounters course to all SAPD officers with a focus on dog handling and alternative measures while out in the Field. This training course is a collaborative effort with local law enforcement to help create a unified front in the approach to animal enforcement. In addition, ACS will begin providing brief 10 minute recurring updates during Police role-calls in April to ensure the Police Department understands ACS procedures and to help strengthen the unified message regarding pet responsibility.

EDUCATIONAL PARTNERSHIP WITH SAFFE:

ACS is working with SAPD to pilot an educational campaign with SAFFE (San Antonio Fear Environment) Officers to help increase educational efforts regarding responsible pet-ownership in targeted neighborhoods. As part of this program (to begin by the first part of May), ACS will provide training and resources to SAFFE Officers assigned in targeted neighborhoods so they can help promote pet-owner responsibility during the local community meetings and daily one-on-one interactions they have. SAFFE Officers will also receive training on how to identify neglect or cruelty cases and how to report those cases to ACS.



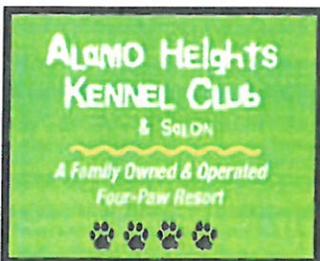
ACO FIELD ACADEMY GRADUATION: On May 2, 2018

ACS will be celebrating the graduation of 4 new ACS cadets who have spent the last 12 weeks in the ACS Cadet Academy. These Officers (Michael Johnson, Stephanie Chapa, Jose Olivares, and Shanna De La Cruz) have worked hard to understand their responsibilities and I am excited for all the good work they will do in the field.

NATIONAL RECOGNITION AND TRAINING: ACS continues to receive inquiries from cities and organizations

throughout the nation (and world) regarding the implementation of our programs. This includes inquiries about our TNR program from as far as Kumanoto, Japan; and our mandatory microchip ordinance from Arlinton TX, Flathead County, Montana, Pima County Arizona, and Aurora, Colorado.

Best Friends Animal Society has also asked that the City of San Antonio provide a joint 2 hour joint training with the City of Austin this July during the Best Friends National Conference in Los Angeles, CA. Best Friends is introducing a new track geared towards attendees from municipal enforcement agencies and has asked that representatives from “two of the most progressive sheltering systems in the country” to assist. I am grateful that Shannon Sims has accepted the request to represent the Department and I look forward to the opportunity for us to interact with and learn from other cities as we share with them our programs.



ACS TRANSPORT PROGRAM: ACS will be partnering with the Alamo Heights

Kennel Club (AHKC) as part of an ACS Transport Pilot Program. AHKC has an established track record of safely transporting pets across different states to no-kill shelters. This pilot program will primarily transport large dogs (over 40 pounds) as well as Pit-Bulls mixes to identified shelters with resources and the ability to find placement. The transport of these pets will focus on areas in great need of pets furthering encouraging the ability for owners to adopt instead of shop for a furry friend.

This additional adoption avenue via transports will help diversify and expand the available placement options for large dogs impounded at ACS. Potential locations have been identified and will be finalized within a few weeks. ACS will monitor this program to determine if and how the program is to be expanded in future years.

HAPPY TAILS: In February, Rob, a 4-month-old Pit-Bull, was left in a box on the side of the road for approximately 24 hours. The City's Solid Waste Department was called to pick up the presumed deceased puppy, but found Rob breathing in the box. The ACS Cruelty department swiftly took action and transferred Rob to Animal Emergency Room (AER).

After receiving initial care, Rob was transported to ACS where Clinic staff continued medical treatment. His injuries included: a fractured jaw, a proptosed eye (bulging of the eye), blindness, a forelimb fracture, and an open head wound. The Clinic staff performed an enucleation to remove the injured eye, stabilized his jaw, bandaged his injuries, and performed a minor tail amputation.

Afterward, the Clinic contacted Dr. Ramsey to repair the fractured jaw and the forelimb fracture using implants. With the astounding work of Dr. Ramsey and aid from the Big Dog medical grant, ACS was able to complete its first orthopedic surgery using dental implants. Rob is now fully recovered! However, due to Rob's particular needs, ACS is seeking rescue placement at this time.

Even though difficult decisions are frequently made at ACS to balance our often conflicting priorities, it is an honor to be a part of a community that is able to assist with so many-life changing miracles.



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

- **Jimmy Rios** has been promoted to the Animal Care Supervisor position in the Shelter division. Jimmy began his career with ACS nine years ago as an Animal Care Attendant. In 2015, he was promoted to an Animal Care Specialist and within 12 months he was placed as Interim Shelter Supervisor. Jimmy is a perfect fit for the Shelter Supervisor position as he has developed his abilities and supervisory skill within the Shelter division.
- **Marshall Bruce** has been promoted to the Management Analyst position in the Clinic division. Marshall began his career with ACS three years ago as an Adoptions Supervisor. Marshall also has 10 years of animal handling experience, seven of which were obtained as a professional dog groomer. I look forward to his continual growth and professional development at ACS.
- **Krystine Ellan** has been selected as the Assistant Animal Care Operations Manager position. Krystine has been with ACS for over three years and recently served as the ACS Volunteer Program Coordinator, Krystine has a Bachelor's Degree in Criminology and will graduate with a Masters in Management and Leadership this August. I am excited for Krystine to utilize the variety of skills she has gained in her previous positions at ACS in her new role.

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

APRIL

- Comprehensive Neighborhood Sweeps Initiative: April's efforts will be in District 4. These events will be held at Miller's Pond Community Center, 6175 Old Pearsall.
 - April 14: Blockwalking efforts from 8:00 AM to noon.
 - April 21: Rabies/Microchip Clinic from 2:00 PM to 5:00 PM.
- ACS Advisory Board Meeting: April 18 from 6:30 PM to 8:00 PM. Meet the staff prior to the meeting at 5:45 PM. Meetings are held at the Animal Care Services location at 4710 State Hwy 151.

MAY

- Comprehensive Neighborhood Sweeps Initiative: May's efforts will be in District 5. These events will be held at San Juan Brady Community Center at 2307 S Calaveras.
 - May 4: Free Microchip Clinic from 2:00 PM to 5:00 PM.
 - May 12: Blockwalking efforts from 8:00 AM to noon.
 - May 16: Rabies/Microchip Clinic from 2:00 PM to 5:00 PM.
- Meet the Director: May 16 from 5:00 PM to 6:00 PM. During each off month of the ACS Advisory Board Meeting, the ACS Director will hold an informal forum to "Meet the Director" with an opportunity to have respectful, open discussion about ACS. This is an opportunity for citizens to provide input and feedback to the Department Director



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



FEBRUARY 2018 - MARCH 2018

ENHANCED ENFORCEMENT

Performance Indicators	FY 17 Actual	FY 18 Target	FY 17 YTD Actual	FY 18 YTD Target	FY 18 YTD Actual	Feb. Total	Mar. Total
Call-for-Service Requests (Overall)	98,092	101,000	48,927	50,377	54,572	8,390	9,579
<i>Citizen-Initiated</i>	68,522	69,000	33,981	34,203	38,739	6,057	6,823
<i>ACS-Initiated</i>	29,570	32,000	14,946	16,174	15,833	2,333	2,756
Impoundments (Overall)	30,129	31,000	14,741	14,962	14,501	2,159	2,669
<i>Dogs</i>	24,083	24,547	12,136	12,204	12,268	1,897	2,312
<i>Cats</i>	6,046	6,453	2,605	2,758	2,233	262	357
Return-to-Owners (Field)	3,588	3,800	1,781	1,886	1,735	277	352
Citations/Warnings Issued	11,184	13,000	6,437	7,482	6,393	959	1,458
Aggr./Dang. Dog Designations*	42*		20		46		
Serious Bodily Injury Cases**	7**		4		6		
Cruelty Cases Filed**	81**		18		22		

IMPROVED CONTROL OF STRAY POPULATION

Performance Indicators	FY 17 Actual	FY 18 Target	FY 17 YTD Actual	FY 18 YTD Target	FY 18 YTD Actual	Feb. Total	Mar. Total
Spay & Neuter Surgeries (Total)	41,857	43,455	17,145	15,091	15,898	2,093	2,058
<i>ACS</i>	14,052	13,000	6,968	6,448	6,133	978	1,109
<i>Community Cat Program</i>	4,865	4,000	2,548	2,093	2,145	383	513
<i>Partners***</i>	22,940	26,455	7,629	6,910	7,620	732	436
Microchips Registered	22,182	22,000	11,271	11,179	8,648	1,795	1,351
<i>Free 5K</i>	7,865	7,400	4,264	4,012	3,206	584	660
Deceased Dog/Cat Pick-Up	20,666		10,339		9,388	1,314	1,569

INCREASED LIVE RELEASE

Performance Indicators	FY 17 Actual	FY 18 Target	FY 17 YTD Actual	FY 18 YTD Target	FY 18 YTD Actual	Feb. Total	Mar. Total
Live Release Rate	91%	90%	91%	89.9%	92.5%	93.8%	93.3%
Adoptions	7,061	7,000	3,515	3,485	3,346	494	650
Rescues	12,688	13,000	6,141	6,292	5,925	864	1,093
Return-to-Owners (Overall)	6,918	6,900	3,437	3,428	3,497	525	712
Trap-Neuter>Returns	973	950	475	464	389	62	55
Pets Fostered	1,260	1,300	497	513	393	68	53
Volunteer Hours	15,700	17,000	7,752	8,394	4,610	810	897

ENGAGE & EDUCATE THE COMMUNITY/OTHER

Performance Indicators	FY 17 Actual	FY 18 Target	FY 17 YTD Actual	FY 18 YTD Target	FY 18 YTD Actual	Feb. Total	Mar. Total
Education & Outreach Events	322	400	166	206	213	40	49
Media Interactions	853	830	325	316	595	68	80
FY 2017 Budget	\$13.93M	\$14.7M					

*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.

***This statistic represents surgeries performed by the five contracted rescue partners that provide free surgeries for residents in targeted zip codes and surgeries performed at the City owned facilities (Brooks Clinic operated by San Antonio Humane Society and Brackenridge Clinic operated by Pet Shotz). The surgeries associated with the City owned facilities are reported quarterly.



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

Advisory Board Member Name(s): _____ Susan Beldon _____

Date of Inspection: _____ March 26, 2018 _____

Time of Inspection: 11:30am-2:05pm

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

Intake Area very neat and organized. Verified with staff that every animal is being scanned upon intake.

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

At the exam room washing station the medium glove box was empty. In post-op room the sink was filled with bowls. In the surgery pre-op area the floor had pieces of newspaper and some fur. The surgical room was neat. Animals were being prepped for surgery and surgery was being performed at the time of walk

through. Staff advised that during the day controlled substances that are being utilized are stored in a locked box.

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

Cattery was very clean. No cats were in sick bay at this time. Sick bay used only for ringworm cases. Each cat receives a fresh litter box on a daily basis and they are changed as needed throughout the day. Staff reported that they use cleaning solution with brushes to keep the area clean as well. Staff stated that if cage doors break they are repaired promptly.

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

One horse present in corral area. Two goats and another horse in multi-pen area. Horse care information posted.

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					
Staff member was mopping one of the runs. Several bowls with food were sitting on a cart. Urine on walkway and water hose by sink dripping-slip hazard. Staff reports ongoing issues with hoses that have leaks due to chew holes from dogs. Some of the hoses unravel and do not click in place. One of the hoses needed to be turned on in the ceiling with a hand-held duster. There are also issues with hoses in Kennel #3. Treat buckets for dogs were empty.					
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					
New cages being used are elevated. Area outside being cleaned during walk through.					
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					
Dirty pooper scooper in run. Hose and bowl on sidewalk-trip hazard.					

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

Hose issue needs to be addressed. No treats for dogs. One hand sanitizer container was empty. Leash on floor of one kennel. In the area with smaller dogs in cages potential adopters were instructed by staff to sanitize their hands between the handling of dogs. They were also advised to either hold the dogs in their arms or place them on a small table in the room since the dogs could not be placed directly on the ground due to health concerns. Potential adopters were sitting at the table interacting with a dog with no staff present. Dogs might fall and sustain an injury.

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

Feces in several cages that were in the process of being cleaned.

Dog Kennel (Building 2)	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 Bowls soaking in sink. Kennel in process of being cleaned. This is quarantine area.					
Outdoor Sally Port Runs (Behind Building 2)	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 Kennels were empty.					

EBI Building	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces or urine					
Incinerator in proper working condition	X				
Enough receptacles for remains	X				
All remains are either in receptacle or in cooler	X				
Remains not to be incinerated properly labeled in cooler					
Halls and walkways are free of debris or safety hazards					
Appropriate signage and kennel card on each occupied cage					

Every animal scanned for microchip prior to euthanasia					
Controlled substances stored in locked cabinet when not in use					
EBI room a quiet environment for animals					
All surfaces are clean and free of unnecessary clutter					
Cats euthanized by IP injection and kept in quiet location pre and post injection					
EBI room is clean and free of odor					
Mops, buckets, and all other cleaning tools are disinfected at the end of the day					
EBI building and equipment in good repair					

Comments/Actions Needed

Spoke to Staff Member Chris Rose who advised that euthanasia was actively being performed. Did not inspect the EBI Building at this time. Incinerator was serviced in February 2018 and is in proper working order. Verified the above information regarding remains with Chris.

Wash Bay/Laundry	Excellent	Good	Fair	Poor	N/A
Laundry area orderly and fully stocked		X			
ACO Trucks are washed and sanitized after unloading	X				
Area is free of debris or safety hazards		X			

Comments/Actions Needed

Top of the washer was removed and service order is pending for repair of leak. Plastic hanging from ceiling. Socket to right of entry door has electrical wires that run into tube with a cement-like substance. One of the barrels of bleach does not have a lid around the hose that runs into the barrel.

Annex Building	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
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

Items such as clean cages and clean laundry are present in lobby.

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

Some feces in grass. Some stations need bags.

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

Pooper scooper in sink. Everything repaired as of Sunday. Repairs addressed quickly according to staff. One of the inside kennels had what appeared to be blood spots. SAPA card with personal information on specific adoptable dogs is great idea.

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

Muddy areas/standing water/pooling. Kennel to left has hole that was covered with wood and metal grate. Leash on floor of one outside dog cage. In another dog's cage was a chewed kennel card. Staff made aware.

Additional Notes: Staff Member Sony Peronel escorted me to the non-public areas of the ACS Facility for the inspection.



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: 4/4/18 _____ Time of Inspection: 3:00 _____

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	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	Protocol 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	Protocol per staff				
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair	X				
Comments/Actions Needed					
Staff was filling extra large Kongs with dry and wet food. The Kongs are given to the dogs at the end of the day to occupy the dogs during the night.					
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	X				

cage					
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	Protocol 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	Protocol per staff				
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair	X				

Comments/Actions Needed

There was not a change in occupants during the inspection time.

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	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	Protocol 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	Protocol per staff				
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
Landscaped area free of feces	X				
Doors to agility area are operational and free of feces	NA				
Dog waste stations stocked	NA				
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:

__ When rating " kennel building and equipment being in good repair" I did not take into account the on going floor issue instead observing the other aspects of the of the building.
