

Agenda
ANIMAL CARE SERVICES ADVISORY BOARD MEETING
Animal Care Services Facility, 4710 State Highway 151, San Antonio, TX 78227
Monday, December 2, 2013 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. Approval of meeting minutes from October 16, 2013
3. Citizens to be heard
4. Director's report regarding performance measures for Animal Care Services pertaining to field, live release, shelter, media, and clinic operations – *Presented by Kathy Davis*
5. Discussion and vote on City Code Chapter 5 amendments regarding the stray hold period – *Presented by Kathy Davis*
6. Discussion and vote on the renewal of Brooks Kennel Lease for 10 months in conjunction with completion of ADL's Kennel Construction Project – *Presented by Kathy Davis:*
 - Capacity Replacement for Brooks
 - Interim Use of Brooks
 - Additional Capacity Strategies
7. Report regarding the inspection of Animal Care Services Hwy 151 and Brooks facilities – *Presented by Rita Braeutigam and Cynthia Martinez*
8. Set next meeting date
9. Adjournment

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CITY CLERK
2013 NOV 27 AM 11:02

DISABILITY ASSISTANCE NOTICE

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Esta reunión es accesible a personas incapacitadas. Se hará disponible el estacionamiento. **Equipo y servicios adicionales (intérpretes para los sordos) se harán disponibles si se pide con cuarenta y ocho (48) horas de anticipación a la reunión.** Para asistencia llame al (210)207-7245 por voz/servicio de TTY.



ANIMAL CARE SERVICES ADVISORY BOARD

Meeting Minutes

October 16, 2013

6:30 p.m.

4710 State Highway 151, Annex Training Rooms 1 & 2

San Antonio, TX 78227

ACS Board Members¹: Mona Thaxton-Chair, Rita Braeutigam Vice Chair, Sallie Scott-Secretary, Randy Murdock, Shannon Espy, Cynthia Martinez, Michael Dowdell, Roderick Sanchez, Bill White and Karen Speer

Ex-Officio Members: Kathy Davis, Erik Walsh, and Vincent Nathan

Staff Liaison: Maria Kieke

I. Call to Order

Mona Thaxton convened the meeting at 6:35 PM with a quorum present.

II. Approval of minutes from April 2013, May 2013 and June 2013, and August 2013

Cynthia Martinez moved, seconded by Michael Dowdell, to approve the April, May, June and August 2013 meeting minutes. Motion unanimously passed.

III. Citizens to be Heard

1. Michael Hughes expressed concerns pertaining to his interaction with an ACS Officer
2. Kelly Plassala expressed concerns about Brooks
3. Jennifer Studley expressed concerns regarding out of state adoptions
4. Carol Dowdell thanked ACS for the work they do
5. Jennifer Lopez expressed concerns about Brooks
6. Kay Dyer and Stacey Hodge expressed concerns about Brooks
7. Josh Barta expressed concerns about Brooks

IV. Director's Report

Kathy Davis presented performance measurements and accomplishments for Field, Live Release, Shelter, Media and Clinic Operations including an update regarding the grand opening of the Brackenridge Facility. Full report handouts were provided to Board members.

V. Discussion and vote on the following initiatives to be implemented in FY 2014:

- a. *Staff's recommendation for the use of FY 2014 \$100,000 Animal Care Services Budget Amendment* – Rita Braeutigam moved, seconded by Randy Murdock to approve. Motion unanimously passed.
- b. *City Code Chapter 5 amendments regarding the stray hold period* – Michael Dowdell moved, seconded by Karen Speer for items to be tabled for additional review. Motion unanimously passed.
- c. *City Code Chapter 5 amendments to require the spaying or neutering of an owned pet following its first impoundment* – Sallie Scott moved, seconded by Rita Braeutigam to approve. Motion unanimously passed.
- d. *City Code amendments regarding adopting civil citation process set out in Chapter 20 of the City code for animal care and control ordinance violations* – Karen Speer moved, seconded by Cynthia Martinez to approve. Motion unanimously passed.
- e. *The renewal of the Brooks facility lease* – Michael Dowdell moved, seconded by Karen Speer for items to be tabled for additional review. Motion unanimously passed.

¹ One (1) ACS Board Member position is currently vacant in Council District 6

VI. Discussion regarding the acceptance of and strategy for two grants to be implemented in FY 2014: Pets for Life Grant (\$50,000 grant from Humane Society of the United States) and the Feral Cat Spay/Neuter Grant (\$10,000 grant from Best Friends)

Kathy Davis presented to the Board information regarding two grants ACS will be accepting in November. A memo with additional details was provided.

VII. Report regarding the inspection of Animal Care Services Hwy 151 and Brooks facilities

Rita Braeutigam and Cynthia Martinez presented draft copies of new inspection checklists for the ACS 151 and Brooks location and requested Board members and staff to review and to provide feedback.

VIII. Next meeting

The next ACS Advisory Board meeting was scheduled for December 18, 2013 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



December 2, 2013

OFFICE OF THE DIRECTOR

Building on the successes of Fiscal Year 2013, the department has hit the ground running in Fiscal Year 2014. In the first two months of the fiscal year, ACS has maintained an impressive 78% Live Release rate **and over 87% for healthy/treatable pets!** We are starting FY 2014 in a positive direction, and I am confident we will continue strong as the year progresses. I couldn't be more proud of our energetic, hardworking and committed staff, volunteers and community partners.

I am pleased to present to you our FY 2013 Annual Report highlighting the record-breaking year we had. The following are high-level highlights from October through November 26th, 2013.

FY 2014 INITIATIVES: On November 21st, 2013, the department sought, and received City Council approval for the following items:

- The acceptance of a \$10,000 grant from the Best Friends Feral Cats Spay/Neuter Grant. This grant will allow our partner, Pet Shutz, to sterilize 250 cats in the 78212 zip code/Brackenridge Park area.
- The acceptance of the remaining funds as part of the 3-year over \$700,000 contract with Best Friends Animal Society for the continuation of their Community Cat program through April 2015.
- The acceptance of a \$50,000 grant from the HSUS Pets for Life Grant. This grant will provide, sterilization funding, and additional efforts to include, but not limited to, low-cost vaccination clinics, materials for fencing, dog houses, etc., focused on a specific neighborhood to be approved by the HSUS in December. San Antonio was chosen as one of only 19 communities in the Country to receive this specialized grant for 2014.
- The amendment of Chapter 5 and Chapter 20 of the City Code to adopt the "Civil Citation" process for animal care and control ordinance violations. This adoption allows for a quicker process through the municipal court system, increased fines for repeat offenders and allows our Officers to spend less time in Court and more time in the Field responding to call-for-service requests.
- The amendment of Chapter 5 of the City Code to require the sterilization of reclaimed dogs and cats following the first impoundment. This requirement does allow for exemptions for the mandatory spay/neuter requirement for the following pets: a certified show/competition dog, a police/military canine, medical exemption from a Veterinarian, and a pet that at time of impound is wearing a current City license on their collar or an implanted microchip with current registration. This

ordinance change will focus on reducing the additional births of unwanted litters of our community's chronically roaming and loose pets.

FIELD OPERATIONS

In October and November, the Field Operations Division received 14,423 call-for-service requests and impounded 2,941 roaming and loose pets. Animal Care Officers (ACO) issued 586 violations and returned 251 animals to their owners while in the field. The department expects to place offers to 2 of the 4 currently vacant Animal Care Officers this week and have begun the process to hire 3 Field Supervisors. The filling of these positions will allow the Field division to operate near full capacity. Special thanks to our entire Field Staff for stepping up and going above and beyond during our time of transition while these positions are hired.

CNSI: The Comprehensive Neighborhood Sweeps Initiative (CNSI) has completed 2 target areas in FY 2014. The areas selected for this year's CNSI are areas with the highest concentration of stray animals, bite cases, and call-for-service requests. CNSI and ACS staff and volunteers go door-to-door provide educational materials and information on low-cost vaccination clinics and sterilization services, followed by a period of enforcement. Through 2 target areas, over 4,500 homes have been visited and almost 250 free rabies vaccinations/city licenses administered and issued. The next CNSI target area is scheduled for December 13th and 14th in District 3.

SHELTER OPERATIONS

I am pleased to announce that all of our adoptable pets are now housed at our main campus. The Brooks campus has been retrofitted and approved for licensure as a rabies observation quarantine facility. Our Brooks campus will now house pets who are mandated to be quarantined as part of a bite investigation as well as pets who are apart of cruelty cases while the department awaits the court's decision on ownership. All pets that are quarantined at Brooks will be transported back to the main campus upon the completion of their quarantine period.

In October and November, total shelter intake was 4,550 pets. Specifically highlight our cat intake, from October through November 26th of this year, we took in 920 cats, a 33% decrease (443 cats) from the same time period last year—further emphasizing that Trap-Neuter-Return (TNR) works. Our dedicated shelter staff continues to go above and beyond ensuring that all pets are receiving the proper housing, sustenance, and attention while in our care.

LIVE RELEASE OPERATIONS

The department's Live Release division has done remarkable work in getting out the pets that our field staff brings in, our shelter staff cares for, and our clinic staff treats. In October and November, our

adoption staff sent 981 pets to their forever homes; our rescue staff worked tirelessly to transfer 1,931 pets to our amazing rescue partners. Additionally 112 cats entered in either the ACS or Best Friends TNR program and 307 pets were placed in our Foster program.

In conjunction with our two High Volume Pet Partners (HVPP), San Antonio Pets Alive! and the San Antonio Humane Society, and the new Brackenridge facility, 2 additional rescue groups were added to the FY 2014 Rescue Partner Incentive Program (RPIP), now totaling 9 RPIP rescue groups. Our partners have taken the charge of rescuing nearly 14,000 pets this year. We are confident that our amazing community partners are up to the task!

CLINIC OPERATIONS

The clinic performed 2,705 surgeries in October and November and continues to exceed expectations in the level of exceptional care and creative and innovative ways in saving more and more pets that come through our doors every day. The department is in the final stages of the hiring process to fill the Clinic Manager position. The department expects to have the position filled in December.

MEDIA & OTHER ITEMS

MARKETING CAMPAIGN: ACS continues to see high profile media pieces connected to shelter achievements. Articles on the new Brackenridge multi-use pet center featured in the HSUS Animal Sheltering magazine, Best Friends online periodical as well as in a well received webinar on the ICMA website entitled “Innovation breeds success at Animal Care Services.” A recent blood sport investigations seminar hosted in partnership with HSUS and the San Antonio Police Department was the most successful third party training ever offered at the SAPD Academy.

BRACKENRIDGE: ACS held the grand opening of the Brackenridge Facility on Friday, October 25th. At the ceremony, the Mayor, City Manager, Petco Corporation and Foundation executives, ACS staff and Advisory Board members transferred the keys of the facility to our operating partners, SAPA! and Pet Shotz. Through the first month of operation, SAPA! has adopted out 136 pets and Pet Shotz has provided 113 free or low-cost spay/neuter surgeries! We are thrilled to be a part of this new chapter in San Antonio’s history and are elated to see Brackenridge grow and thrive.

ADL FACILITY: In FY 2013, ACS partnered with the Animal Defense League (ADL) to fund the building of additional kennels on the ADL campus. This project will increase ACS’ capacity by an additional 3,184 pets annually and ensure those pets live outcome. ACS has already met with representatives from ADL, the City’s Development Services and Capital Improvement Management Services Departments, the architect and the contractor to ensure the coordination of efforts with this project. While construction may begin in December, the official ground-break ceremony is likely to take place in January 2014. Completion of this project is schedule for November 2014.



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



OCTOBER – NOVEMBER 26, 2013

| ENHANCED ENFORCEMENT | | | | | | |
|-------------------------------|-----------------------|-----------------------|-------------------|------------------|-------------------|-------------------|
| Performance Indicators | FY 2013 Actual | FY 2014 Target | YTD Target | YTD Total | Oct. Total | Nov. Total |
| Call-for-Service Requests | 91,993 | 82,000 | 13,666 | 14,423 | 8,250 | 6,173 |
| Impoundments (Overall) | 29,220 | 33,500 | 5,583 | 4,550 | 2,608 | 1,942 |
| Impoundments (Field) | 16,489 | 20,100 | 3,350 | 2,941 | 1,725 | 1,216 |
| Return-to-Owners (Field) | 1,082 | 1,300 | 217 | 251 | 135 | 116 |
| Citations/Warnings Issued | 5,070 | 6,000 | 1,000 | 586 | 265 | 321 |
| Licenses Issued | 22,722 | 23,000 | 2,666 | TBD* | 1,428 | TBD* |
| Aggr./Dang. Dog Designations | 42 | | | 2 | 1 | 1 |
| Serious Bodily Injury Cases | 3 | | | 3 | 2 | 1 |
| Cruelty Cases | 113 | | | 4 | 3 | 1 |

| IMPROVED CONTROL | | | | | | |
|---------------------------------|-----------------------|-----------------------|-------------------|------------------|-------------------|-------------------|
| Performance Indicators | FY 2013 Actual | FY 2014 Target | YTD Target | YTD Total | Oct. Total | Nov. Total |
| Surgeries Performed by ACS | 17,500 | 15,335 | 2,513 | 2,705 | 1,625 | 1,080 |
| Surgeries Performed by Partners | 8,644 | 10,000 | 1,458 | TBD* | 1,168* | TBD* |
| Deceased Animal Pick-Up | 35,799 | | | TBD* | TBD* | TBD* |

| INCREASED LIVE RELEASE | | | | | | |
|-------------------------------|-----------------------|-----------------------|-------------------|------------------|-------------------|-------------------|
| Performance Indicators | FY 2013 Actual | FY 2014 Target | YTD Target | YTD Total | Oct. Total | Nov. Total |
| Live Release Rate | 77% | 75% | 75% | 78% | 77% | 79% |
| Adoptions | 7,165 | 7,675 | 1,172 | 981 | 546 | 435 |
| Rescues | 11,900 | 14,000 | 2,345 | 1,931 | 1,064 | 867 |
| Return-to-Owners (Overall) | 2,046 | 2,700 | 527 | 395 | 218 | 177 |
| Trap-Neuter>Returns | 975 | 1,000 | 182 | 112 | 37 | 75 |
| Animals Fostered | 2,075 | 2,000 | 272 | 307 | 187 | 120 |
| Volunteer Hours | 13,592 | 14,000 | 2,333 | 1,936 | 1,022 | 914 |

| ADMINISTRATION/OTHER | | | | | | |
|-------------------------------|-----------------------|-----------------------|-------------------|------------------|-------------------|-------------------|
| Performance Indicators | FY 2013 Actual | FY 2014 Target | YTD Target | YTD Total | Oct. Total | Nov. Total |
| FY 2014 Budget | \$11.04 M | \$11.26 M | \$1.86 M | \$1.60 M** | | |
| Media Interactions | 794 | 450 | 75 | 93 | 76 | 17 |

* Information is pending from partners.

**The YTD Total for the department's FY 2014 Budget is "pre-closing" before the accounting period and is expected to increase.

**CITY OF SAN ANTONIO
ANIMAL CARE SERVICES
INTERDEPARTMENTAL CORRESPONDENCE**

TO: ACS Advisory Board

FROM: Kathy Davis, Director, Animal Care Services

COPIES TO: Erik Walsh, Deputy City Manager

SUBJECT: Amendment to Chapter 5 of the City Code and Renewal of Brooks Facility Lease

DATE: November 27, 2013

SUMMARY:

Staff will provide a briefing on the following initiatives to be implemented in FY 2014:

- A. Propose amendment to Chapter 5 of the City Code by reducing the required holding period for those pets that have a live outcome;
- B. Renew the Brooks Facility Lease with Brooks Development Authority for a period of 10 months

BACKGROUND INFORMATION:

In FY 2012, ACS began implementing its newly revised strategic plan by incorporating the three (3) strategic priorities of: enhanced enforcement, controlling the stray animal population, and increasing the Live Release rate. As evident in the drastic increase in the Live Release rate from 30% in FY 2011 to 77% in FY 2013, or in the increase in number of spay/neuter surgeries performed by ACS from 11,000 in FY 2012 to 17,500 in FY 2013, ACS continues to improve the services it provides to the community.

It is the anticipation of ACS to continue its success in FY 2014 through the implementation of innovative solutions. In particular, ACS anticipates focusing its efforts and resources in FY 2014 by: (1) enhancing field enforcement; (2) increasing community spay/neuter services; (3) maximizing kennel capacity, and (4) maintaining its successful Live Release program. The following two initiatives were presented to the City's Quality of Life Committee on the 15th of October and to the Animal Care Services Advisory Board on October 16th.

- A. Chapter 5 of the City Code requires ACS to hold all healthy pets for a period of three (3) days, not including the day of impoundment, before the pet can be adopted, rescued, fostered, or humanely euthanized. On average, ACS is currently holding pets for a period of 6 days.

While the stray hold period allows time for the pet to be reunited with its owner or to find an individual to adopt/rescue, ACS frequently is required to hold the pet for additional time. For instance, as required by law, spay/neuter surgeries cannot be performed until after the end of the stray hold period. Therefore, even if a live outcome (adoption or rescue) for a pet is identified on the first day of impoundment, ACS cannot start the

adoption/rescue process (which can take a full day to complete) until after the third full day of impoundment.

By reducing the hold period from three (3) full days (not including the day of impoundment) to (2) full days (not including the day of impoundment), ACS would be able to outcome pets with a live release 1 day sooner thereby freeing up additional kennel capacity. ACS would not reduce the hold time for any pet that does not have a live outcome. ACS anticipates that with this change, the City will be able to maximize its kennel capacity by bringing in up to an additional 770 stray/roaming pets annually.

- B. In FY 2010, ACS partnered with the Brooks Development Authority (BDA) to address the high stray/roaming pet population. As part of that partnership, BDA leased an existing kennel space to ACS for 2 years at no cost to the city. This facility currently acts as an overflow kennel for ACS; giving the shelter the ability to increase the number of pets it is responsible for picking up by approximately 6,000. In January 2012, ACS and BDA renewed the lease at Brooks for an additional 2 years. This lease will expire in January 2014.

Over the course of the last few years, ACS has established strategies to help increase its capacity in order to offset the capacity gained through the Brooks Facility. In October 2013, ACS opened up its new adoption center located at Brackenridge Park. This facility, operated and managed by San Antonio Pets Alive!, ensures that an additional 3,000 pets annually receive a live outcome. This facility is the culmination of work that began prior to FY 2011.

In FY 2012, ACS worked with the community to ensure funding was provided in the 2012 bond to increase ACS holding capacity. In FY 2013, ACS partnered with Animal Defense League (ADL) for the building of additional kennels located at ADL's facility. These kennels are scheduled to be completed in November 2014 and will allow ACS to increase its capacity by 3,184 pets annually.

For the past year, ACS has been working on a plan to convert the Brooks Shelter to a state approved quarantine facility where ACS will house pets who must be held for rabies observation or who are associated with a cruelty investigation. These pets are not available for adoption or rescue, thus ensuring that all adoptable pets are housed only at facilities accessible to the public. The transition took place in mid-November 2013 and is now fully implemented.

Through these and other ACS initiatives (such as the Proposed Chapter 5 amendment and slight modifications to the 151 facility), the Department has been able to find ways to redirect the capacity at Brooks.

However, in order to ensure that all strategies are in place, ACS is requesting that the City enter into a 10 month lease with BDA for the continued use of this facility to house pets who must be held for rabies observation or who are associated with a cruelty investigation. The termination of this lease will coincide with the completion of the kennels at ADL and will ensure that the city does not lose the capacity it previously gained.

Staff worked with BDA to draft a lease that was approved by the BDA Planning and Development Subcommittee on November 22nd. The lease will be presented to the BDA

Board for their final approval on December 17th and then brought to City Council for consideration on December 19th.

ISSUE:

- A. This amendment to the Chapter 5 Code will allow ACS to take ownership of all strays after the second day of impoundment, not including the day of impoundment resulting in a reduction of one day. The Code will not be changed with respect to euthanizing any healthy stray pets until after the third day not including the day of impoundment. By reducing the hold period one day for those adopted/rescued pets, ACS would be able to maximize its kennel capacity by bringing in up to an additional 770 stray/roaming pets annually.
- B. The proposed 10 month lease will allow the City to continue to use Brooks facilities to house pets who must be held for rabies observation or who are associated with a cruelty investigation. By entering into this lease, ACS will be able to maintain current impound capacity while ensuring that all adoptable pets are available to the public. It is anticipated that this lease would continue until additional kennels are built at the Animal Defense League (ADL). The construction of kennels, which will house 3,184 additional dogs and ensure a 90% Live Release rate of any pets selected, are anticipated to be finished in November 2014.

FISCAL IMPACT:

- A. ACS anticipates no fiscal impact associated with this change to Chapter 5 Code of the City Code.
- B. The City will lease these facilities at a rate of \$12,685 or an in-kind contribution equal to the amount.

RECOMMENDATION:

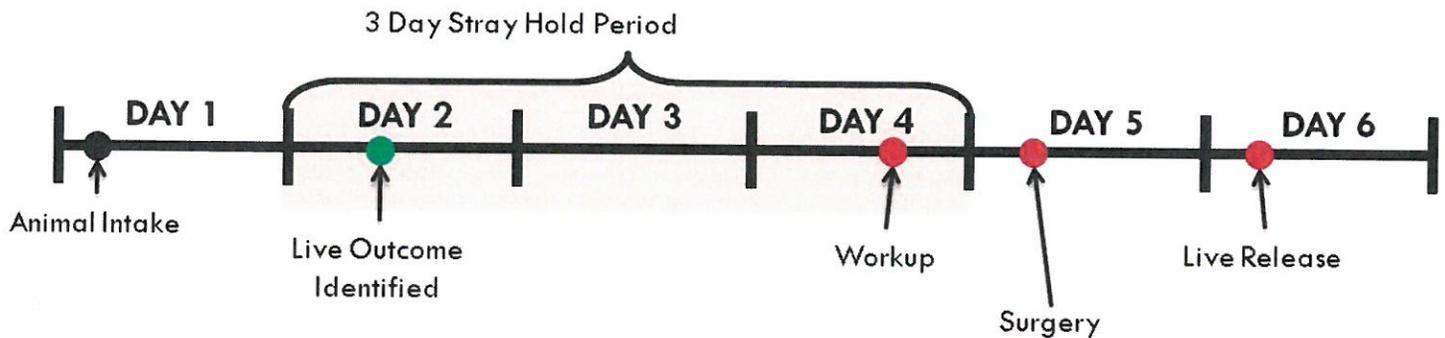
Staff recommends that these items go before the full City Council for approval on December 19.

Chapter 5 Code Amendment:

Reducing the Stray Hold period from 3 to 2 days

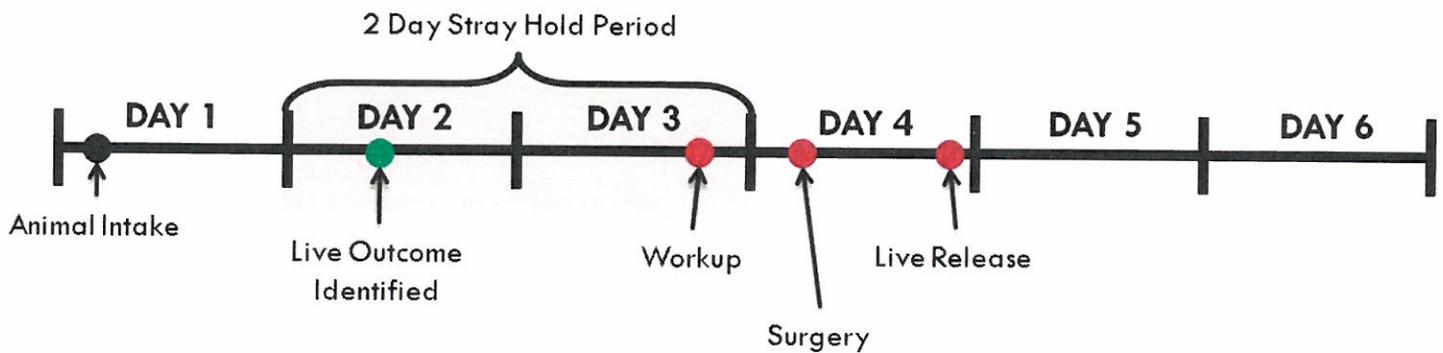
Current Ordinance can require ACS to house a pet with a live outcome for over 6 days. The diagram below illustrates the various events that can keep a pet on campus beyond its hold period.

Current Stray Hold Requirement Timeline



The diagram below illustrates the timing of events under the recommended changes to Chapter 5 and by releasing pets to their new owner on the same day as surgery (a strategy implemented by ACS towards the close of FY 2013).

Recommended Stray Hold Requirement Timeline



If ACS reduces the hold period from three days to a two days for ***only*** those animals with a live outcome (adoption and/or rescue), ACS could increase its capacity by over 770 pets. ACS could also allow pets without a live outcome to remain in its care longer in order to identify a live outcome.

Proposed Chapter 5 Ordinance Change

Reduce required holding period for “Placement Assured” Pets

Sec. 5-158. Minimum time animals impounded; euthanasia authorized.

(a) Impounded ~~animals dogs and cats~~ shall be kept for not fewer than three (3) days, excluding the day the animal is impounded and any days the animal care services facility is not opened, and ~~thereafter shall be subject to adoption, rescue, foster or humane euthanization~~ humanely euthanized at the discretion of the director ~~thereafter~~. Notwithstanding the above, animals may be adopted, rescued or fostered after being held for not fewer than two (2) days excluding the day the animal is impounded and any days the animal care services facility is not opened.

(b) Animals may be adopted, rescued, fostered, or humanely euthanized prior to the time periods referenced above in the following circumstances:

(1) ~~In the case of owned animals, the city may dispose of any unclaimed animal before this three-day period if~~ The the owner of the animal releases ownership of the animal to the city.

(2) ~~If any impounded animal is determined by a licensed veterinarian or designee determines an impounded animal is to be suffering from disease or injury such that the animal is in pain or is beyond reasonable medical help, the animal may be euthanized immediately. In such a case, holding times otherwise specified in this Code will not apply.~~

(3) ~~Due to their immature immune system, any abandoned animal under four (4) months of age shall immediately become the property of the city upon delivery to the animal care services facility, for humane disposition, and may be offered for adoption or humanely euthanized at the discretion of the director.~~

Sec. 5-159. Unclaimed animals.

(a) Any animal not claimed by its owner after being held for not fewer than two (2) days excluding the day the animal is impounded and any days the animal care services facility is not opened ~~within the above stated three (3) days~~ shall become the property of the city, ~~and shall be subject to adoption, rescue, foster or humanely euthanized at the discretion of the director.~~ The selection of an animal for adoption or rescue during the reclamation period or thereafter shall not confer any ownership right or right of possession to the animal.

(b) The director may sell unclaimed livestock found running free of restraint by public auction to the highest bidder for cash after notice of the auction is posted on a public bulletin board where other public notices are posted for the city.