

# City of San Antonio



## AGENDA Animal Care Services Advisory Board

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CITY OF SAN ANTONIO  
CITY CLERK

2017 FEB 10 PM 2: 34

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Wednesday, February 15, 2017

6:30 PM

4710 State Hwy 151

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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, FEBRUARY 15, 2017 AT 6:30 P.M., TO CONSIDER THE FOLLOWING MATTERS:

### Call to Order (6:30 pm)

1. 17-1700 Approval of minutes for the December 7, 2016 Animal Care Services Advisory Board meeting.

### Director's Report

Animal Care Services Director's Report regarding the performance measures pertaining to field, live release, shelter, clinic operations, and education and outreach divisions. [Heber Lefgren, Director, Animal Care Services]

### Individual Items for Consideration

2. 17-1696 Briefing on legislative issues in the State of Texas regarding animals. [Heber Lefgren, Director, Animal Care Services]
3. 17-1697 Discussion and presentation regarding ACS Board Member Orientation. [Heber Lefgren, Director, Animal Care Services and Rita Braeutigam, ACS Advisory Board Chair]
4. 17-1698 Briefing and update on the revision process of the City of San Antonio's Chapter 5 Ordinance regarding animals and the ACS Strategic Plan. [Michael Rodriguez, Assistant to the Director, Animal

Care Services]

5. 17-1699 Report regarding the inspections of Animal Care Services facility located at 4710 State Highway 151, Brackenridge facility located at 210 Tuleta and the ADL Stray Kennels facility located at 11300 Nacogdoches Rd. [Rita Braeutigam, ACS Advisory Board Chair]

**Citizens to be Heard**

**Determination of Next Meeting Date**

**Adjournment (8:00 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.

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 |Seamus Nelson, 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 |Virginia Brown, Dist. 6 Appointee |Valerie Moore, Dist. 7 Appointee |Mona Thaxton, Vice Chair, Dist. 8 Appointee |Susan Beldon, Dist. 9 Appointee |Sallie Scott, Dist. 10 Appointee

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# ANIMAL CARE SERVICES ADVISORY BOARD

## Meeting Minutes

December 7, 2016, 6:30 p.m.  
4710 State Highway 151, Annex Training Rooms 1 & 2  
San Antonio, TX 78284

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**ACS Board Members:** Rita Braeutigam-Chair, Mona Thaxton-Vice Chair<sup>2</sup>, Karen Speer-Secretary, Virginia Brown, Valerie Moore, Sallie Scott<sup>2</sup>, Shannon Espy<sup>2</sup>, Seamus Nelson, George Garcia<sup>2</sup>, and Michael Shannon

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

**Staff Liaison:** Maria Kieke

### **I. Call to Order**

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

### **II. Approval of Minutes from October 19, 2016**

Karen Speer motioned to approve the October 19, 2016 meeting minutes seconded by Valerie Moore. Motion passed.

### **III. Director's Report**

Heber Lefgren presented ACS's Department end of the year highlights regarding the \$50,000 Big Dog Grant, Paul Jolly Adoption Center transition, Brooks Spay/Neuter Clinic, staffing update and statistical October thru November 2016 performance indicator report. Full report handouts were provided to Board members.

### **IV. Presentation on continuing education regarding Kennel Capacity Issues**

Cynthia Martinez presented to the Board a presentation regarding ACS Kennel Capacity focusing on three items, shelter flow, daily capacity evaluation processes, and community responsibility. She opened the items presented for ACS Board member input and answered questions. Full report handouts were provided to Board members.

### **V. Presentation outlining the strategy and detailed timeline associated with providing recommended changes to the Chapter 5 Ordinance**

Shannon Sims presented to the Board the recommended changes to the Chapter 5 Ordinance. He spoke about the various factors involved with the modification process, decision making approach process, timeline and possible changes to dangerous dog, aggressive dogs and permits process. He opened the items presented for ACS Board member input and answered questions. 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 and the ADL Stray Kennels facility located at 11300 Nacogdoches Road**

Michael Shannon presented the inspection report for the ACS 151 facility.

### **VII. Citizens to be heard**

1. Christopher Villanueva
2. Michele Alexander
3. John Bachman
4. Deanna Lee
5. Shayla Alexander
6. Terrie MacLaren

### **VIII. Next meeting**

The next ACS Advisory Board meeting work session was scheduled for February 15, 2017 at 6:30 p.m.

### **IX. Adjournment**

The meeting adjourned at 8:28p.m.

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<sup>2</sup> Indicates not present at Board Meeting



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



February 15, 2017

Through the first third of the year, the department continues to see success in a variety of measures. ACS is at a Live Release rate of 90.6% through the first four months of the fiscal year for all pets – nearly 3 percentage points higher than this time last year. Additionally, 311 call for service requests has decreased just over 2% from our target. As we enter the spring months and the beginning of puppy and kitten season, I am confident we will continue strong and remain on target at 89% for the Fiscal Year. I couldn't be more proud of our energetic, hardworking and committed staff, volunteers, and community partners.

**ACS CITY COUNCIL “B” SESSION PRESENTATION:** On February 8, I provided an update to City Council on ACS initiatives approved in this year's budget and provided a work plan to update the ACS 2011 Strategic Plan and to make revisions to Chapter 5 of the City Code governing animal-related laws. The presentation focused on the department's balanced approach between maintaining a safe community and ensuring positive outcomes for pets that come into the City's shelter. I provided an update on the Enhanced Intake Program, the PetHub Initiative, the Community-Based District Officers, the High Volume Pet Program and several education/marketing programs. I also provided the planned community input for the update to the strategic plan and revisions to the City's Chapter 5 Code. City Council members acknowledged the successes and the hard work that ACS has completed and challenged ACS to continue to be innovative and find ways to help reduce the stray/roaming pet population, increase spay/neuter efforts, and find placement options for pets.

**PETHUB INITIATIVE:** As discussed in the City Council “B” Session presentation, one innovative way that we are looking to reduce the number of lost pets that are roaming the streets is through the PetHub Initiative. This is a tag that can replace the city-issued rabies and microchip tags and will be provided to all adopters and any pet that is microchipped through ACS. This tag will also be offered free of charge to city residents. This tag provides select owner information in order to help return the pet home without the pet having to come to a clinic or through the shelter. I would like to emphasize that this enhancement is designed to complement the microchip and does not replace the current microchip requirement.



Sometimes dogs forget what the City ordinance requires – as was the case recently with Misha, my family's 4-year old Jack Russell Terrier that we adopted from ACS. After seeing the front door open for a brief moment, Misha seized the opportunity to run out the door. Within 10 minutes, before we could get our jackets and shoes on and out the door, my phone rang. It was one of my neighbors calling me after they scanned the PetHub tag that I had put on her a few weeks back as we began discussing PetHub within the department. We are hopeful that this innovative technology will increase the kennel capacity at ACS due to less dogs entering the kennels.

Through this program, the vendor estimates that 35% of lost pets with this tag will be returned home within 4 hours, 96% in less than 24 hours. We are also informed that less than 2% of pets with this tag will ever have to come to the shelter freeing up kennel space for ACS to bring in more pets and also hold pets longer. We anticipate implementing PetHub in April and will be the first large city to incorporate it as a complement to a registered microchip.

**BROOKS SPAY/NEUTER CLINIC:** The construction of the new spay/neuter clinic located at Brooks City Base in District 3 was completed in January 2017. City leadership, ACS staff, the San Antonio Humane Society and Brooks City Base hosted a successful soft opening of the Clinic on January 25<sup>th</sup> that resulted in some excellent media coverage and garnered lots of excitement. The Clinic will be open to the public by the end of the month. Once opened, the clinic will offer 5,000 low-cost spay/neuter surgeries in its first year of operation (8,000 by Year 3 and beyond) and wellness services for area pet owners.



**SPECIALTY ANIMAL IMPOUNDS:** Over the past month, ACS staff impounded four pigs on four different occasions including a pig nesting along a community walking trail near Cathedral Rock Park and also conducted a seizure that resulted in the impoundment of over 100 roosters and hens. I want to thank all staff for their involvement in humanely caring for the roosters, hens, and pigs while on our campus. We continue to work with local media to inform the public that swine are not allowed inside city limits.

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

- Shannon Sims has been appointed as the Animal Care Services' Assistant Director. Shannon has been with ACS for the past 3 years where he was the department's Chief Field Operations Officer and Field Operations Manager. During this time, he developed several successful programs that have increased the operational capability and streamlined processes within the Field Division. Some highlights include electronic ACO performance system, District-Based Officer Program in high need districts, and a dedicated Return-to-Owner (RTO) Officer. Shannon has over 22 years of experience in Operations Management and Process Improvement as a Senior Enlisted member and Officer within the US Marine Corps. He has a Master's degree in Business Administration with a concentration in Project Management and is Lean Six Sigma trained. Shannon will oversee the Field Operations Division to include dispatch, patrol, specialized officers, and investigations.
- Chris Rose has been selected as a Animal Care Supervisor in the Shelter Division. Chris comes to ACS with 27 years of military experience in the US Army including 18 years of veterinary technician experience. Chris has a Master's Degree in Healthcare Administration and is also a certified Veterinary Technician and was named Instructor of the Year in 2008 by the US Army Medical Department. Chris and his wife have 1 orange/white cat – rescued from Africa during a military tour – name Ringo who loves attention. Chris will be working with our animal care attendants in Building 3.
- Ryan Evans has accepted a promotion with the City's Parks and Recreation Department as the Executive Assistant supporting their Director. This is a terrific promotion and I am thrilled for him as he progresses in his professional career with the City of San Antonio. I wanted to take this time to congratulate Ryan and thank him for making a large contribution at ACS over the last 5 years as the ACS Volunteer Coordinator, Management Analyst and the last 3 years as Contract Coordinator providing direct support to ACS Leadership through a myriad of duties.

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

## **FEBRUARY**

- Comprehensive Neighborhood Sweeps Initiative: February’s efforts will be in District 7.
  - February 11 & 17: Blockwalking Efforts
  - February 18: Free Rabies/Microchip Vaccination Clinic from 10:00am – 1:00pm at Garza Community Center
  - February 25: Free Rabies/Microchip Vaccination Clinic from 1:00pm – 5:00pm at ACS

## **MARCH**

- Comprehensive Neighborhood Sweeps Initiative: March’s efforts will be in District 1.
  - March 3: Microchip Mania! Clinic from 2:00pm – 5:00pm at Los Angeles Heights Park
  - March 11 & 17: Blockwalking Efforts
  - March 18: Free Rabies/Microchip Vaccination Clinic from 10:00am – 1:00pm at Los Angeles Heights Park
  - March 25: Free Rabies/Microchip Vaccination Clinic from 1:00pm – 5:00pm at ACS
- Pets on the Plaza: Held on the 2<sup>nd</sup> Wednesday of the Month (March 8), Pets on the Plaza is a shelter pet interaction program held at Main Plaza (across from City Hall) from 11:00am – 1:00pm. Wag’n Walking dog interactions as well as special “Puppy Play Yard” and “Sitting’ with a Kitten” areas are available for one-on-one fun with a furry friend.
- Spring Bark Adoption Pawty: Beach-themed adoption event with \$35 dog/puppy adoptions and \$15 cat/kitten adoptions from March 12 – March 20.
- Meet the Director: Held during each off month of the ACS Advisory Board Meeting. Informal forum to have respectful, open discussion with the ACS Director. The next Meet the Director forum will be held in the ACS Training Rooms on March 15 from 5:00pm – 6:00pm.



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



## DECEMBER 2016 – JANUARY 2017

### ENHANCED ENFORCEMENT

Performance Indicators	FY 16 Actual	FY 17 Target	FY 16 YTD Actual	FY 17 YTD Target	FY 17 YTD Actual	Dec. Total	Jan. Total
Call-for-Service Requests (Overall)	100,962	101,000	33,730	33,743	32,938	8,357	8,536
<i>Citizen-Initiated</i>	69,184	69,000	23,107	23,045	22,708	5,765	5,730
<i>ACS-Initiated</i>	31,778	32,000	10,623	10,697	10,230	2,592	2,806
Impoundments (Overall)	31,811	31,000	9,666	9,748	9,876	2,499	2,273
<i>Dogs</i>	25,347	24,557	8,069	8,113	7,951	2,027	1,920
<i>Cats</i>	6,464	6,443	1,597	1,635	1,925	468	344
Impoundments (Field)	17,557	18,440	5,505	5,776	5,670	1,397	1,294
Return-to-Owners (Field)	3,055	3,800	975	1,213	1,170	321	316
Citations/Warnings Issued	10,933	13,000	3,388	4,029	4,434	1,189	1,070
Aggr./Dang. Dog Designations*	34		16*		8*		
Serious Bodily Injury Cases**	7		1**		0**		
Cruelty Cases Filed**	72		16**		18**		

### 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	Dec. Total	Jan. Total
Surgeries Performed In-House	18,729	17,125	5,799	5,306	6,461	1,567	1,570
<i>ACS</i>	14,069	13,125	4,282	3,995	4,939	1,262	1,195
<i>Community Cat Program</i>	4,660	4,000	1,517	1,311	1,522	305	375
Surgeries Performed by Partners	12,373	11,225	5,542	5,270	3,316	1,062	667 <sup>o</sup>
Microchips Registered	22,251	22,000	7,367	7,284	7,487	1,835	2,106
<i>Free 5K</i>	7,391	5,000	2,692	1,821	2,616	572	906
Deceased Dog/Cat Pick-Up	21,321		7,082		7,038	1,660	1,640

### INCREASED LIVE RELEASE

Performance Indicators	FY 16 Actual	FY 17 Target	FY 16 YTD Actual	FY 17 YTD Target	FY 17 YTD Actual	Dec. Total	Jan. Total
Live Release Rate	88.4%	89.0%	87.6%	87.8%	90.6%	91.8%	92.9%
Adoptions	7,192	7,300	2,352	2,387	2,533	683	597
Rescues	13,096	12,900	3,940	3,881	3,929	978	987
Return-to-Owners (Overall)	5,769	6,400	1,709	1,896	2,323	568	573
Trap-Neuter>Returns	1,051	680	246	159	393	131	78
Pets Fostered	1,461	1,500	412	423	382	72	75
Volunteer Hours	16,397	17,000	5,533	5,736	4,751	941	1,404

### 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	Dec. Total	Jan. Total
Education & Outreach Events	392	400	131	134	113	29	26
Media Interactions	816	750	317	291	215	41	57
FY 2017 Budget	\$12.93 M	\$13.93 M		Pending <sup>Δ</sup>	\$4.53 M		

\*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.

<sup>o</sup> Information pending from Partners.

<sup>Δ</sup>FY 17 YTD Target Budget pending adjustments due to change of several program implementation dates from later in FY to earlier in FY. Department is on budget.



**City of San Antonio**  
Animal Care Services Department



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

Advisory Board Member Name(s): George L Garcia

Date of Inspection: 1/31/17 Time of Inspection: 10:30

Administration Building	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean floors, windows, and doors	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proper signage in place	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intake area neat & orderly	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Floors are clear of safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Every animal is being scanned upon intake	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**Comments/Actions Needed**

**No animals scanned at time of insp.**

Clinic	Excellent	Good	Fair	Poor	N/A
Staff is courteous and informative to all members of the public as well as fosters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean floors, doors, & windows	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hand sanitizer available	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Back Kennel runs are free of feces and urine	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exam tables are cleaned between animals receiving treatment or exams	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exam room washing station fully stocked with gloves	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Halls and walkways are free of debris and safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriate signage and kennel card on each occupied cage	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All cleaning tools are disinfected at the end of the day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Recovery room washing station fully stocked with gloves	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surgical room washing station fully stocked with gloves	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any temporary holding cages outside clinic are clean	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Controlled substances stored in locked cabinet when not in use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surgical patients are recovered using proper protocol and recovery sheet present	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The clinic building is in good repair	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Humane number of cats/kittens in each cage	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments/Actions Needed**

Bldg in need of general repairs.

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

<b>Dog Kennel (Building 4)</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Staff and volunteers are friendly, informative, and courteous to all members of the public	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kennel runs are free of feces and urine	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fresh water in each occupied run	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aisles are free of debris or safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriate signage and kennel card on each occupied cage	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intake vaccinations recorded on each kennel card	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Runs and cages are thoroughly cleaned and sanitized between occupants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hand sanitizer available	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drains free of debris	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drains in full repair	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sinks and tubs are in working order, clean, and free of debris	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Stainless steel cages are clean and have fresh newspaper	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean floors, doors, and windows	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is no offensive odor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kennel building and equipment are in good repair	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments/Actions Needed</b>					
1. Door handles for kennel compartment separation in need of repair. Handle hooks are missing and brackets that secure the handle to wall are missing. 2. Water ponding in front of building. Water coming from gutter drain. 3. One kennel had feces and urine.					
<b>Outdoor Sally Port Runs (Behind Building 4)</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Kennel runs are free of feces and urine	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fresh water in each occupied run	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Area is free of debris or safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments/Actions Needed</b>					
<b>Outdoor Exercise Yards (Between Buildings 3 &amp; 4)</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Clean and free of feces	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Play pools (if available) filled with fresh water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Doors operate properly	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste stations are stocked	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments/Actions Needed</b>					
1. Exercise yard had feces. 2. One exercise yard door does not stay closed (latch).					

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

**Comments/Actions Needed**

1. Water fountain in front of building leaking. 1. Water ponding in front of building. Water is coming from gutter drain.

<b>Outdoor Sally Port Runs (Behind Building 3)</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Kennel runs are free of feces and urine	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fresh water in each occupied run	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Area is free of debris or safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments/Actions Needed**

<b>Dog Kennel (Building 2)</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Staff and volunteers are friendly, informative, and courteous to all members of the public	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kennel runs are free of feces and urine	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fresh water in each occupied run	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aisles are free of debris or safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriate signage and kennel card on each occupied cage	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intake vaccinations recorded on each kennel card	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Runs and cages are thoroughly cleaned and sanitized between occupants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hand sanitizer available	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drains free of debris	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drains in full repair	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sinks and tubs are in working order, clean, and free of debris	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Stainless steel cages are clean and have fresh newspaper	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean floors, doors, and windows	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is no offensive odor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kennel building and equipment are in good repair	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments/Actions Needed</b>					
Public is not allowed in this building.					
<b>Comments/Actions Needed</b>					
<b>Outdoor Sally Port Runs (Behind Building 2)</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Kennel runs are free of feces and urine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fresh water in each occupied run	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Area is free of debris or safety hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Comments/Actions Needed</b>					

<b>EBI Building</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Kennel runs are free of feces or urine	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Incinerator in proper working condition	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enough receptacles for remains	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All remains are either in receptacle or in cooler	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remains not to be incinerated properly labeled in cooler	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Halls and walkways are free of debris or safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriate signage and kennel card on each occupied cage	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Every animal scanned for microchip prior to euthanasia	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Controlled substances stored in locked cabinet when not in use	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EBI room a quiet environment for animals	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All surfaces are clean and free of unnecessary clutter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cats euthanized by IP injection and kept in quiet location pre and post injection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
EBI room is clean and free of odor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
EBI building and equipment in good repair	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments/Actions Needed**

OB cat room drained clogged.

<b>Wash Bay/Laundry</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Laundry area orderly and fully stocked	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ACO Trucks are washed and sanitized after unloading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Area is free of debris or safety hazards	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments/Actions Needed**

<b>Annex Building</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Staff and volunteers are friendly, informative, and courteous to all members of the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Training Rooms are clean and orderly	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lobby is clean and orderly	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Men's restroom is clean and stocked	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Women's restroom is clean and stocked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Comments/Actions Needed</b>					
1. Right water fountain does not work. 2. Water leak at hallway ceiling.					
<b>General Premises</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Landscaped area free of feces	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doors to agility area are operational and free of feces	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dog waste stations stocked	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trash receptacles not overflowing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Comments/Actions Needed</b>					
Parking lot has excessive liter. Note: This is the first thing our citizens/guest see when arriving.					

**Additional Notes:**