

# City of San Antonio



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2016 OCT 14 PM 2:16

## AGENDA Animal Care Services Advisory Board

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Wednesday, October 19, 2016

6:30 PM

4710 State Hwy 151

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A MEETING OF THE SAN ANTONIO ANIMAL CARE SERVICES ADVISORY BOARD WILL BE HELD IN THE ANIMAL CARE SERVICES FACILITY, 4710 STATE HIGHWAY 151, SAN ANTONIO, TEXAS 78227 ON WEDNESDAY, OCTOBER 19, 2016 AT 6:30 P.M., TO CONSIDER THE FOLLOWING MATTERS:

**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. 16-5421 Meet the Staff (5:45 pm)

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

2. 16-5422 Approval of minutes for the April 20, 2016 and August 17, 2016 Animal Care Services Advisory Board Meetings.

### Director's Report

3. 16-5423 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

4. 16-5424 Discuss the FY 2017 Action Plan that includes the Animal Care Services Strategic Plan Update and potential changes to the City of San Antonio Chapter 5 Ordinance. [Heber Lefgren, Director, Animal Care Services]

5. 16-5425 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 Road. [Rita Braeutigam, ACS Advisory Board Chair]

**Citizens to be Heard**

**Determination of Next Meeting Date**

**Adjournment (8:00 pm)**

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| Debra Innocenti, Dist. 9 Appointee| Sallie Scott, Dist. 10 Appointee

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# ANIMAL CARE SERVICES ADVISORY BOARD

## Meeting Minutes

April 20, 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, Karen Speer-Secretary, Virginia Brown, Shannon Espy, and Valerie Moore<sup>2</sup>, Sallie Scott<sup>2</sup>, Shannon Espy<sup>2</sup>

**Ex-Officio Members:** Xavier Urrutia, Maria Villagomez, and Dr. Mangla

**Staff Liaison:** Maria Kieke

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

Rita Braeutigam, Board Chair, convened the meeting at 6:34 PM.

### **II. Approval of Minutes from December 9, 2015 and February 17, 2016**

Karen Speer motioned to amend the meeting minutes by adding the groups and names present at the February 17 worksession seconded by Virginia Brown. Motion passed.

### **III. Welcoming and orientation of Board members**

Rita Braeutigam and Mona Thaxton welcomed and introduced three newly appointed Board members George Garcia, Debra Innocenti, and Michael Shannon to the ACS Advisory Board; and provided a briefing regarding ACS Board responsibilities. Full report handouts were provided to Board members.

### **IV. Director's Report**

Xavier Urrutia presented ACS's Department highlights regarding the Spay/Neuter Clinic groundbreaking at Brooks City Base, SAPA status, Enhance Intake Program and Big Dog Program, Staffing update and statistical February thru March 2016 performance indicator report. Full report handouts were provided to Board members.

### **V. Report regarding the Admissions Counseling Program**

Heber Lefgren presented an admissions counseling program created by a one year \$100,000 Grant received through PetSmart Charities on December 1, 2015. The program provides information and resources to individuals surrendering pets in hopes to divert pets away from being impounded at the ACS Shelter. To date, the program has resulted in 987 diverted pets with 827 positive placements including 122 still in the program. The diversion of animals increases ACS kennel capacity by 2000 additional kennel days or 400 more impoundments and reduces customer wait time from 2 hours to 20 minutes. Full report handouts were provided to Board members.

### **VI. Continuing Education for Animal Care Services Advisory Board members regarding Compliance-based Enforcement**

Heber Lefgren reported ACS is performing Compliance-based Enforcement in San Antonio by promoting education, enforcement and resources available. The strategies will assist in changing old school behavior to promote responsible pet ownership. Full report handouts were provided to Board members.

### **VII. Report regarding the inspection of Animal Care Services' Hwy 151, Brackenridge**

Karen Speer presented the inspection report of the ADL Stray Kennels. Shannon Espy presented the inspection report for the ACS 151 facility.

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

**VIII. Citizens to be heard**

1. Vicky Steeman
2. Jeanine Salazar
3. George L. Garcia
4. Virginia Ramsey
5. Lisa Gulin
6. Jean Jennings
7. Lisa Bowman
8. Michelle Sullivan
9. Tina Chasan
10. Deanna Lee
11. John Bachman
12. Cindy Cox

**IX. Next meeting**

The next ACS Advisory Board meeting work session was scheduled for June 15, 2016 at 6:30 p.m.

**X. Adjournment**

The meeting adjourned at 8:42p.m.



# ANIMAL CARE SERVICES ADVISORY BOARD

## Work Session Meeting Minutes

August 17, 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, Karen Speer-Secretary, Virginia Brown, Shannon Espy<sup>2</sup>, Sallie Scott, George Garcia, Debra Innocenti<sup>2</sup>, Valerie Moore, Seamus Nelson<sup>2</sup>, and Michael Shannon

**Ex-Officio Members:** Xavier Urrutia, Maria Villagomez, and Roger Pollock

**Staff Liaison:** Maria Kieke

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

Rita Braeutigam, Board Chair, convened the meeting at 6:30 PM.

### **II. Approval of Minutes for the June 15, 2016 Advisory Board Meeting**

Valerie Moore motioned to approve the June 15, 2016 minutes. Motion was seconded by Michael Shannon. Motion passed.

### **III. Election of Animal Care Services Advisory Board Officers**

The Board conducted their Annual Board Member Election presented by Michael Shannon. Board voted as follows: Rita Braeutigam was elected as Board Chair, Mona Thaxton elected as Vice-Chair, and Karen Speer was elected as Board Secretary. Board vote was unanimous. Motion passed.

### **IV. Staff briefing and ACS Board discussion regarding the Indigent Program at ACS**

Heber Lefgren made a presentation regarding a new program created with money from fines assessed by the Animal Court System. The new "4 Paws Project" will focus on CNSI areas providing funding to low income residents in high need areas to help them keep their pets on property, provide adequate care, minor home repairs, and pet resources. Program implementation will begin October 2016. Full report handouts were provided to Board members

### **V. 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**

Virginia Brown presented the inspection report for the ACS facility at Hwy151 and Brackenridge facility. Rita Braeutigam presented the inspection report conducted on June 10, 2016 for Hwy 151. Full report handouts were provided to Board members.

### **VI. Citizens to be heard**

1. Gabriela Gonzales
2. Gabriela Uribe
3. Deanna Lee
4. Cindy Cox
5. Kathy Davis
6. John Bachman
7. Traci Bell

### **VII. Next meeting**

The next ACS Advisory Board meeting was scheduled for October 19, 2016 at 6:30 p.m.

### **VIII. Adjournment**

Meeting adjourned at 8:36 p.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



October 19, 2016

On September 2, 2016, City Manager Sheryl Sculley appointed me as the Director of Animal Care Services. I am honored for this opportunity, and look forward to working with each of you in this new role. I am thankful for the opportunity to build upon the successes of staff, foster, volunteers, rescue groups, community partners, and the Advisory Board that has made ACS a model for cities across the country. We are all grateful for amazing work of Kathy Davis and Xavier Urrutia over the past few years and how they helped fostered an atmosphere of growth, change, and partnerships. I am personally thankful for the mentoring opportunities I have received from these individuals and look forward to build upon their success.

The theme of building on existing success is similar to a story of one of my ancestors. In the late 1800s, my ancestors moved to the United States looking for a better future for their families. However, along the way, they experienced a terrible loss and found themselves in a worse position than when they left their home. When asked why there were willing to continue their journey, my ancestors indicated that the decision they made to come to America was not to create a better future for themselves, but to provide more opportunities for their children's children. Likewise, I look forward to working with each of you in finding ways to make the future even better than the present.

The department closed out FY 2016 on a historic high. ACS achieved a Live Release rate of 88% for the fiscal year for all pets – **and over 94% for healthy/treatable pets**. More ACS pets found placement this year than ever before! I couldn't be more proud of our energetic, hardworking and committed staff, volunteers, and community partners. We had a fantastic FY 2016 and look forward to an even better FY 2017! The following are high-level highlights from this year.

**FY 2016 STATISTICAL ACCOMPLISHMENTS:** Through the teamwork, integrity, innovation and professionalism of our staff, Animal Care Services successfully addressed and completed many accomplishments. These goals include:

- Impoundments: 7% Increase (2,084) in Impounds in FY 2016 over FY 2015. This includes nearly 11% increase in dogs picked up off City streets and nearly 6% decrease in cat intake.
- Citations: Just under 11,000 civil and criminal citations issued. Civil citations help increase compliance by lowering the citation fee if the pet owner comes into compliance.
- Dead Animal Pick-Up: 6.5% Decrease (1,475) in dead animals picked up by the City's Solid Waste Department. This measure is an indicator used to aid in the status of stray and roaming pets. A few years, this number was nearly 30,000.
- Bite Cases: 3,492 bite cases in FY 2016, a 7.7% decrease (290) from FY 2015. This measure is also an indicator used to aid in the status of stray and roaming pets. In FY 2013, there were nearly 4,600 bite cases annually.
- Return to Owners: Over record 5,750 pets were returned to their owner through the shelter and in the Field – an over 57% increase over FY 2015. RTO's now represent nearly 19% of total outcomes from the shelter, up from roughly 6% a few years ago.

- Adoptions: Another record-breaking year. Nearly 7,200 pets were adopted (a nearly 8% increase over last year), making ACS the largest adopting agency in the City.

**EDUCATION & OUTREACH TEAM:** The founding year of the Education and Outreach division was defined by a number of successes in support of the ACS Strategic priorities. The E&O team collectively attended more than 575 community outreach events and local schools, reaching almost 100 thousand people. Education and Outreach staffers successfully planned and executed more than two dozen education blockwalks and Microchip MANIA clinics in high risk neighborhoods. This resulted in thousands of pets in San Antonio receiving rabies vaccinations and registered microchip licenses. Finally, the Education and Outreach team oversaw more than 800 media interactions including high profile pieces in local, state, national and even international venues.

**BROOKS SPAY/NEUTER CLINIC:** Construction on the Brooks Spay/Neuter & Wellness Clinic located in District 3 continues. The exterior shell of the building is substantially complete and the interior walls and plumbing are taking shape. The addition of this clinic makes San Antonio the only City in the State with half a dozen available low-cost spay/neuter clinics. In September 2016, City Council approved the Request for Proposal process recommendation and awarded the operation and management of the clinic to the San Antonio Humane Society. Once opened in January 2017, this clinic will provide 5,000 low-cost spay/neuter surgeries in its first year (8,000 by Year 3 and beyond) and wellness services for area pet owners.



Special thanks to the ACS Advisory Board, District 3 Councilwoman Rebecca Viagran, City Leadership, the San Antonio Humane Society and Brooks Development Authority for their support in bringing well-needed services to the Southside of San Antonio. I would also like to acknowledge the assistance of Bill White, a previous ACS Board member, who helped in the initial planning of this and other ACS projects.

**FY 2017 INITIATIVES:** Some of the initiatives and focus areas for FY 2017 include:

- Full Implementation of Enhanced Intake/Admissions Counseling Program and On-Site Trainer providing intake counseling and resources to owner surrenders and stray drop-offs in an effort to provide more time for placement opportunities for both those pets and the pets currently in the shelter.
- Addition of 2 Animal Care Officers for the Community-Based District Officers and the grassroots enforcement in District 2, 3, 4, and 5.
- Doubling the amount of free/low-cost vaccination & wellness clinics provided on-site and in the community with our partners, Wellness on Wheelz and Pet Shotz.
- Opening of Brooks Spay/Neuter Clinic in District 3 in January 2016.
- Transition of Paul Jolly Center for Pet Adoptions to Animal Defense League in November 2016.
- Increased awareness of ACS processes and procedures
- Increased focus on various modifications within Chapter 5 Animal Code related to the selling of pets online.



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



***FY 2016 YEAR END SUMMARY***

**ENHANCED ENFORCEMENT**

Performance Indicators	FY 15 Actual	FY 16 Target	FY 16 Actual	Variance (FY 16 Act. – FY 16 Tar.)	% Change (FY 16 Act. vs. FY 16 Tar.)	Variance (FY 16 Act. – FY 15 Act.)	% Change (FY 16 Act. vs. FY 15 Act.)
Call-for-Service Requests (Overall)	102,855	100,000	100,962	962	1.0%	(1,893)	(1.8%)
<i>Citizen-Initiated</i>	74,563	74,000	69,184	(4,816)	(6.5%)	(5,379)	(7.2%)
<i>ACS-Initiated</i>	29,282	26,000	31,778	5,778	22.2%	3,486	12.3%
Impoundments (Overall)	29,727	30,000	31,811	1,811	6.0%	2,084	7.0%
<i>Dogs</i>	22,869	23,100	25,349	2,249	9.7%	2,480	10.8%
<i>Cats</i>	6,858	6,900	6,462	(438)	(6.3%)	(396)	(5.8%)
Impoundments (Field incl. County)	18,232	17,600	19,456	1,856	10.5%	1,224	6.7%
Return-to-Owners (Field)	1,892	2,150	3,055	905	42.1%	1,163	61.5%
Citations/Warnings Issued	7,136	6,500	10,933	4,433	68.2%	3,797	53.2%
Aggr./Dang. Dog Designations*	57		34			(23)	(40.4%)
Serious Bodily Injury Cases**	20		7			(13)	(65%)
Cruelty Cases Filed**	83		72			(11)	(13.3%)

**IMPROVED CONTROL OF STRAY POPULATION**

Performance Indicators	FY 15 Actual	FY 16 Target	FY 16 Actual	Variance (FY 16 Act. – FY 16 Tar.)	% Change (FY 16 Act. vs. FY 16 Tar.)	Variance (FY 16 Act. – FY 15 Act.)	% Change (FY 16 Act. vs. FY 15 Act.)
Surgeries Performed (Overall)	14,658	14,500	18,729	4,229	29.2%	4,075	27.8%
<i>ACS</i>	12,949	10,500	14,069	3,569	34.0%	1,120	8.6%
<i>Community Cat Program</i>	1,709	4,000	4,660	660	16.5%	2,951	172.7%
Surgeries Performed by Partners	13,458	11,875	12,373	498	4.9%	(1,085)	(8.0%)
Deceased Dog/Cat Pick-Up	22,796		21,321			(1,475)	(6.5%)

**INCREASED LIVE RELEASE**

Performance Indicators	FY 15 Actual	FY 16 Target	FY 16 Actual	Variance (FY 16 Act. – FY 16 Tar.)	% Change (FY 16 Act. vs. FY 16 Tar.)	Variance (FY 16 Act. – FY 15 Act.)	% Change (FY 16 Act. vs. FY 15 Act.)
Live Release Rate	85%	85%	88%	3%	4.0%	3%	4.0%
Adoptions	6,673	6,800	7,192	392	5.8%	519	7.8%
Rescues	13,257	13,850	13,096	(754)	(5.4%)	(161)	(1.2%)
Return-to-Owners (Overall)	3,668	3,900	5,769	1,869	47.9%	2,101	57.3%
Trap-Neuter>Returns	937	950	1,051	101	10.6%	114	12.2%
Pets Fostered	1,241	1,000	1,461	461	32.8%	220	17.7%
Volunteer Hours	14,016	15,000	16,397	1,397	9.3%	2,381	17.0%

**ENGAGE & EDUCATE THE COMMUNITY/OTHER**

Performance Indicators	FY 15 Actual	FY 16 Target	FY 16 Actual	Variance (FY 16 Act. – FY 16 Tar.)	% Change (FY 16 Act. vs. FY 16 Tar.)	Variance (FY 16 Act. – FY 15 Act.)	% Change (FY 16 Act. vs. FY 15 Act.)
Education & Outreach Events		100+	387	287	287%		
Media Interactions	888	650	806	156	24%	(82)	(9.2%)
FY 2016 Budget	\$11.87 M	\$12.81 M	\$12.81 M <sup>o</sup>	-	-		

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

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

<sup>o</sup>Fiscal Year-End Close-Out Pending. FY 2016 Actuals represent FY 2016 Estimate of Actuals.



City of San Antonio  
Animal Care Services Department

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

Advisory Board Member Name: George L. Garcia

Date of Inspection: 10-04-2016 Time of Inspection: 9:20 AM

Administration Building	Excellent	Good	Fair	Poor
Staff and volunteers are friendly, informative, and courteous to all members of the public	✓			
Clean floors, windows, and doors	✓			
Proper signage in place	✓			
Reception area neat & orderly	✓			
Floors are clear of safety hazards	✓			
Every animal is being scanned upon intake	✓			

**Comments/Actions Needed**

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

**Comments/Actions Needed**

*Clinic requires computerized program for accounting for all medications on hand. Presently it is accomplished manually.*

<b>Cattery (Building 5)</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Staff and volunteers are friendly, informative, and courteous to all members of the public	✓			
Cat cages are clean and disinfected	✓			
Litter boxes are clean with no offensive odor	✓			
All cages have fresh water	✓			
All counter surfaces are clean	✓			
Hand sanitizing stations are visible and full	✓			
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	✓			
Appropriate signage and kennel card on each occupied cage	✓			
All cages are cleaned and sanitized between occupants				
Floor is free of debris or safety hazards	✓			
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	NOT PRESENT AT THE END OF DAY.			
Intake vaccinations recorded on each kennel card	✓			
The Cattery building is in good repair	✓			
<b>Comments/Actions Needed</b>				
<b>Outside Cattery</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Litter boxes are clean with no offensive odor	✓			
Fresh water is available	✓			
Area is free of debris or safety hazards	✓			
Appropriate signage and kennel card visible	✓			
<b>Comments/Actions Needed</b>				

Dog Kennel (Building 4)	Excellent	Good	Fair	Poor
Staff and volunteers are friendly, informative, and courteous to all members of the public.	✓			
Kennel runs are free of feces and urine.	✓			
Fresh water in each occupied run	✓			
Aisles are free of debris or safety hazards	✓			
Appropriate signage and kennel card on each occupied cage	✓			
Intake vaccinations recorded on each kennel card	✓			
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	✓			
Runs and cages are thoroughly cleaned and sanitized between occupants	THERE WERE NO OCCUPANT CHANGES while doing the insp.			
Hand sanitizer available	✓			
Drains free of debris	✓			
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	✓			
Sinks and tubs are in working order, clean, and free of debris	✓			
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	✓			
Stainless steel cages are clean and have fresh newspaper	✓			
Foot bath mats are filled with disinfectant	✓			
Clean floors, doors, and windows	✓			
There is no offensive odor	✓			
Kennel building and equipment are in good repair	✓			
<b>Comments/Actions Needed</b>				
Outdoor Sally Port Runs (Behind Bldg. 4)	Excellent	Good	Fair	Poor
Kennel runs are free of feces and urine	✓			
Fresh water in each occupied run	✓			
Area is free of debris or safety hazards	✓			
<b>Comments/Actions Needed</b>				
Outdoor Exercise Yards	Excellent	Good	Fair	Poor
Clean and free of feces	✓			
Play pools (if available) filled with fresh water	✓			
Doors operate properly	✓			
Waste stations are stocked	✓			
<b>Comments/Actions Needed</b>				

Dog Kennel (Building 3)	Excellent	Good	Fair	Poor
Kennel runs are free of feces and urine	✓			
Fresh water in each occupied run	✓			
Aisles are free of debris or safety hazards	✓			
Appropriate signage and kennel card on each occupied cage	✓			
Intake vaccinations recorded on each kennel card	✓			
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	✓			
Runs and cages are thoroughly cleaned and sanitized between occupants	There were NO OCCUPANT CHANGES WHILE DOING INSP.			
Hand sanitizer available	✓			
Drains free of debris	✓			
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	✓			
Sinks and tubs are in working order, clean, and free of debris	✓			
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	✓			
Stainless steel cages are clean and have fresh newspaper	✓			
Foot bath mats are filled with disinfectant	✓			
Clean floors, doors, and windows	✓			
There is no offensive odor	✓			
Kennel building and equipment are in good repair	✓			
Comments/Actions Needed				
Outdoor Sally Port Runs (Behind Bldg. 3)	Excellent	Good	Fair	Poor
Kennel runs are free of feces and urine	✓			
Fresh water in each occupied run	✓			
Area is free of debris or safety hazards	✓			
Comments/Actions Needed				



EBI Building	Excellent	Good	Fair	Poor
Kennel runs are free of feces or urine	✓			
Incinerator in proper working condition	NOT UTILIZED			
Enough receptacles for remains	NO ANIMALS PUT DOWN WHILE DOING INSP.			
All remains are either in receptacle or in cooler	✓			
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	SEE ABOVE STATEMENT			
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	✓			
Foot bath mats are filled with disinfectant	✓			
EBI building and equipment in good repair	✓			
Comments/Actions Needed				
Wash Bay/Laundry	Excellent	Good	Fair	Poor
Laundry area orderly and fully stocked	✓			
ACO Trucks are washed and sanitized after unloading	NO TRUCKS WASHED DURING			
Area is free of debris or safety hazards	✓ INSP.			
Comments/Actions Needed				

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

Annex Building	Excellent	Good	Fair	Poor
Staff and volunteers are friendly, informative, and courteous to all members of the public	✓			
Training Rooms are clean and orderly	✓			
Lobby is clean and orderly	✓			
Men's restroom is clean and stocked	✓			
Women's restroom is clean and stocked	DID NOT ENTER			
Comments/Actions Needed				
General Premises	Excellent	Good	Fair	Poor
Landscaped area free of feces		✓		
Doors to agility area are operational and free of feces		✓		
Dog waste stations stocked		✓		
Trash receptacles not overflowing				
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes		✓		
Comments/Actions Needed				

**Additional Notes:**

Employees were in-process of cleaning ~~the~~ cages and kennels.

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