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# CITY OF SACRAMENTO

## DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE DIRECTOR

March 5, 1986

Melvin H. Johnson  
Director

Leslie M. Frink  
Deputy Director

Reginald Young  
Deputy Director

Budget and Finance Committee  
Sacramento, California

Honorable Members In Session:

SUBJECT: PROPOSED ADDITION OF ONE LIMITED-TERM KENNEL ATTENDANT  
POSITION - ANIMAL CONTROL DIVISION

### SUMMARY

Deferred maintenance and severe overcrowding of animals at the City Animal Shelter have created unusual difficulties in maintaining clean and sanitary conditions in the kennels. The addition of one limited-term Kennel Attendant position, to expire June 30, 1986, is recommended to provide an additional, staggered shift to meet the sanitation standards required by the County Veterinarian. The cost to add this position as of April 1, 1986 is \$6,103, which will be funded from the current Animal Control budget.

### BACKGROUND

The City's existing kennel facility has been overcrowded and under-maintained for some time. Staff is currently studying long-term alternatives to the present shelter that will provide sufficient space to meet operational requirements. These include contracting for kennel space with public or private agencies and replacing the City's existing facilities. Because the feasibility of contracting out for kennel services is under active consideration, maintenance of the present animal shelter has been deferred. Until an alternative can be selected and implemented, the Animal Control Division must function within the existing overcrowded, dilapidated structure.

In early FY 85/86, Dr. Vicky Giles, the County Veterinarian, inspected the City Animal Control Shelter and determined that the lack of sanitation in the kennel presents unhealthy and unsafe conditions for animals and staff alike. At her suggestion, an independent inspector visited the City facility to review and evaluate current kennel operations. The inspector noted the serious overcrowding in the kennel and advised that this factor makes proper sanitation especially difficult when combined with peeling paint, lack of caulking, and the general deterioration of the facility. He recommended the use of a

deodorant separate from the disinfectant and the implementation of an early shift, so that kennels and runs might be thoroughly scrubbed, disinfected, and deodorized each day before the facility is opened to the public. (See Attachment A)

The Division agrees with this assessment of the need for improved kennel sanitation and has complied with his suggestion to use a separate deodorant in addition to the disinfectant. The overcrowding of animals and facility maintenance problems noted by the inspector are both under study and are expected to be resolved when a determination is made on a long range kennelling plan. The implementation of an early shift recommended by the inspector is not possible with the three Kennel Attendant positions presently budgeted. The attendants now wash down 20 kennel runs, 21 quarantine runs, 39 stainless steel cages, 18 night drop holding cages, kennel walkways, the euthanasia room and morgue each day. This is in addition to euthanizing animals, feeding and watering animals, retrieving redeemed and sold animals, running dogs from inside kennels to outside kennels and back again, and other daily responsibilities. (A complete listing of the current duties of the Kennel Attendants is provided in Attachment B.)

Two persons are required at the kennel site to perform these duties seven days per week. Allowing for two days off per week for each of the three attendants, the early shift could be implemented only one day per week given current staffing levels. With the addition of a fourth Kennel Attendant, however, shifts could be staggered so that one employee could arrive early and clean, sanitize and deodorize the kennel before it is opened to the public. This would respond to Dr. Giles' concern that kennel sanitation standards be maintained despite the physical limitations of the facility.

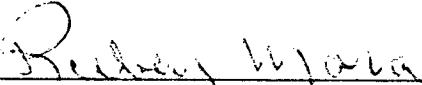
#### FINANCIAL IMPACT

The cost to add one (1) limited-term Kennel Attendant position for the period April 1, 1986, through June 30, 1986 is \$6,103. This amount is currently available in the Animal Control Division operating budget as a result of not filling an Animal Control Officer position as early as planned. Continuation of this position beyond June 30, 1986, will be addressed in the proposed budget.

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve the attached resolution adding one limited-term Kennel Attendant position in the Animal Control Division, to expire June 30, 1986, and forward the resolution to the full City Council with a recommendation for approval.

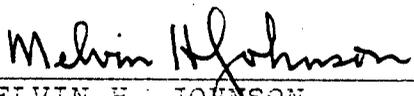
Respectfully submitted,

  
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RUBEN MORA  
Chief Animal Control Officer

Recommendation Approved:

  
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SOLON WISHAM JR.  
Assistant City Manager

Approved:

  
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MELVIN H. JOHNSON  
Director of Public Works

RM:km:ev

March 18, 1986  
All Districts



# COUNTY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES

JERRY M. SAULTER, DIRECTOR

MICHAEL R. DESORD  
Assistant Director

VALERIA A. WOOD  
Chief, Division of Animal Control

October 3, 1985

Mel Johnson  
Department of Public Works  
City Hall  
915 I Street  
Sacramento, CA 95814

Dear Mel:

On October 23, 1985 I visited the City Animal Control at the request of Ruben Mora. He indicated he might need some advice on his kennel operation. I found the following conditions.

- Very overcrowded.

Kennel badly in need of paint, caulking, etc.; hard to clean and disinfect.

A separate deodorant should be used since much of the odor has to be masked.

An early shift should be implemented to scrub and disinfect the entire area on a regular basis. Perhaps this could be accomplished before the kennel is open to the public.

If I can be of further assistance, please feel free to contact me.

Sincerely,

Stanley L. Lewis  
Senior Animal Control Officer  
Kennel Supervisor

SLL/kml

cc: Reginald Young  
Ruben Mora

## KENNEL ATTENDANT DUTIES

- Wash down kennel runs (20), quarantine runs (21), stainless steel cages (39), kennel walkways, euthanasia room and equipment, night drop holding cages (18), morgue room, front hallway, back locker room (sanitize all areas).
- Clean two offices (approx. 557.5 sq. ft.), sweep and mop floor, clean counter, and empty wastebaskets every day.
- Sweep outside walkways every day.
- Euthanize animals throughout the day.
- Check, and clean when necessary, all stainless steel and quarantine cages so as to have them free of excrement and urine.
- Run dogs from the inside kennels into the outside kennels and vice versa twice daily.
- Check and clean debris from yard every day.
- Clean and sanitize euthanasia chamber and basket every time a load of animals is euthanized throughout the day.
- Tag with identification tags all animals that are received through the night drop deposits and over the public counter.
- Retrieve redeemed and sold animals.
- Notify office staff of inventory on dog food, carbon monoxide gas and kennel equipment.
- Assist Animal Control Officers in handling dead or vicious animals.
- Keep and check daily records of all animals euthanized.
- Remove all dead animals and place in morgue room.
- Remove decomposed animals from morgue room and transport to City waste removal site.
- Maintain records on animals received over the counter of in the night drop.
- Check quarantined animals for strange behaviour.
- Assist veterinarian with animals receiving shots or being examined.
- Decapitate heads of animals which die during quarantine time to send to lab and also prepare rabies specimens for County Health Department.

KENNEL ATTENDANT DUTIES

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- Maintain locks, cage drainage, animal equipment.
- Clean barrel drums for dead animals (55)
- Clean and sanitize two restrooms daily.
- Make leashes for dogs that are sold or redeemed.
- Cut to size fiberglass collars that are used to identify dogs.
- Answer questions of the public regarding animals.
- Take animals out of cages to show to prospective buyers.
- Properly feed animals daily, and maintain a fresh supply of water for animals.

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

## RESOLUTION ADDING LIMITED-TERM KENNEL ATTENDANT POSITION TO THE ANIMAL CONTROL DIVISION OF THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, overcrowding, understaffing, and deferred maintenance at the City's Animal Control Facility have been determined to cause unhealthy and unsafe conditions for the animals and staff; and

WHEREAS, the implementation of an early shift to sanitize and deodorize the kennels will improve these conditions; and

WHEREAS, sufficient funds are available in the Animal Control Division budget;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That one (1) Limited-Term Kennel Attendant position, to expire June 30, 1986, be added to the Animal Control Division (Organization # 3170) within the Department of Public Works, effective April 1, 1986.

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MAYOR

ATTEST:

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CITY CLERK