



OFFICE OF MANAGEMENT AND BUDGET
LOUISVILLE, KENTUCKY

GREG FISCHER
MAYOR

STEVE ROWLAND
CHIEF FINANCIAL OFFICER

November 9, 2011

No Kill Louisville
c/o Jessica Reid
P.O. Box 6655
Louisville, KY 40217

Sent via email today's date and via US Mail

Ms. Reid:

We are in receipt of your request for records received November 4, 2011 and we will provide a request to the items you have requested for the time period Oct. 1, 2010 to Oct. 1, 2011 for all "pets and animals" in accordance with KRS 61.872, which provides that you are entitled to inspect disclosable public records. Our responses will appear **in bold** beside each of your request items below along with expected dates when records will be made available, where applicable. In many cases, the information you are requesting is not held in a database or readily accessible format, but is contained within individual records, as noted below.

- Intake Numbers -
 - Please include
 - Which employee took the animal into the shelter – **Each record containing the information is available for review at LMAS**
 - Why the animal was at LMAS
 - Stray - **8060**
 - owner surrender - **3726**
 - court case - **Each record containing the information is available for review at LMAS**
 - **confiscated - 363**
 - other classifications as LMAS utilizes them

- Vaccinations the pet received
 - When the vaccinations were received
 - i.e. upon intake, later in pet's time at shelter? **Each record containing the information is available for review at LMAS**
 - Condition of pet upon entering the shelter – if noted in log **Each record containing the information is available for review at LMAS**
- Live Release Numbers -
 - Please include
 - How the animal was released-
 - Adoption - **2381**
 - A Rescue – **See shelter transfer below**
 - Shelter Transfer – **2649 (Rescue or shelter transfer, transfer records do not make a distinction)**
 - Returned to Owner - **1382**
 - If *not* adopted, please list rescue or shelter where the pet was moved - **Each record containing the information is available for review at LMAS**
- Euthanasia Numbers
 - Please include
 - Reason for euthanasia –
 - **Time/Space 749**
 - **Medical or Behavior grouped together in 2010 reports 4336**
 - **Owner requested 655**
 - Who signed off on euthanasia – **Each record containing the information is available for review at LMAS**
 - Where was the pet housed during time at LMAS – **Each record containing the information is available for review at LMAS**
 - IF behavioral, please include who did the behavioral assessment - **Each record containing the information is available for review at LMAS**
 - IF illness, please include illness the cat or dog suffered from - **Each record containing the information is available for review at LMAS**
 - IF illness, please include what treatment, if any, the pet received - **Each record containing the information is available for review at LMAS**
 - Please note: If this is not answered, it will be assumed the pet received no treatment
 - Date and time of euthanasia – **Information that is contained in individual log book records available for review at LMAS**
 - Who did euthanasia - **Information that is contained in individual log book records available for review at LMAS**

Facilities Related Information

Manslick has a capacity to hold 126 dogs in runs or stainless steel cages and 96 cats in stainless steel cages. The new Adoption Center Animal House has 16 puppy spaces and 20 dog rooms. Animal House has 16 cat condos and 2 free roam cat rooms to hold an estimated population of 44 cats. Animal House has the capacity to hold 44 cats and 56 dogs in a clean healthy environment. The current capacity for dogs is 182. The current capacity for cats is 140.

How many dogs can be housed at

- The Manslick location - **current configuration is for 126 dogs in runs or stainless steel cages**
- The Animal House location - **16 puppy cages and 20 dog rooms**
- How many cats can be housed at
 - The Manslick location - **current configuration is 96 stainless steel cages for cats**
 - The Animal House location - **16 cat condos and 2 free roam cat rooms**
 - Offsite adoption locations such as PetSmart -
- How many pocket pets can be housed at
 - The Manslick location – **various pocket pet cages throughout facility, typically 3 or 4 cages with varying number of animals in each, depending on individual circumstances**
 - The Animal House location| - **various pocket pet cages throughout facility, typically 3 or 4 cages with varying number of animals in each, depending on individual circumstances**
- How many large farm animals (horses, cows, pigs) can be housed at
 - The Manslick location – **Two large barn areas are available**
 - The Animal House location – **Not presently used to house farm animals**
- How many small farm animals (chickens, ducks, etc) can be housed at
 - The Manslick location – **Two chicken coups**
 - The Animal House location - **Not presently used to house farm animals**

Employee Training Related Information

- Pet behavioral assessment training each employee has received to date of this letter
 - Please include
 - What behavioral assessment program is used for
 - Dogs - **Records must be pulled from individual personnel files and are expected to be available by Nov. 23; if sooner, you will be notified**
 - Cats - **Records must be pulled from individual personnel files and are expected to be available by Nov. 23; if sooner, you will be notified**

- Vet tech or vet certifications of each employee – **Records must be pulled from individual personnel files and are expected to be available by Nov. 23; if sooner, you will be notified**
- Medical/vet training each employee has received – **Records must be pulled from individual personnel files and are expected to be available by Nov. 23; if sooner, you will be notified**
- Other certifications held by staff members – **Records must be pulled from individual personnel files and are expected to be available by Nov. 23; if sooner, you will be notified**
 - Which staff members hold these certifications - **Records must be pulled from individual personnel files and are expected to be available by Nov. 23; if sooner, you will be notified**

Supplies and Drug Related Information

- Medications/drugs used at the facility – **Records reflecting these items are contained in individual invoice records that can be reviewed at MAS**
- How much of each drug is purchased each month - **Records reflecting these items are contained in individual invoice records that can be reviewed at MAS**
- Who handles the ordering of the medications/drugs - **Veterinary Services Supervisor under the license of the Staff Veterinarian**
- How much pet food is purchased monthly - **Records reflecting these items are contained in individual invoice records that can be reviewed at MAS**
- How much litter is purchased monthly - **Records reflecting these items are contained in individual invoice records that can be reviewed at MAS**

Policy Related Information

Please note: No Kill Louisville recognizes there has been a change in leadership at LMAS; this section should be the current (date of this letter) policy and approach of new leadership at LMAS

All records meeting the description of policies containing information responsive to the items listed below will be made available in the LMAS offices for your review with copies available on request for standard Louisville Metro cost recovery charges.

- When is an animal euthanized?
- How many people must “sign off” to allow euthanasia?
- What is your policy on listing “pets in danger” on outgoing emails?
 - Please include
 - Policy for dogs
 - Policy for cats
 - Policy for other pets/animals
 - Why you would choose not to list a pet in danger of euthanasia
- What is your policy for helping people retain or find their pets?
 - Please include
 - Steps the shelter staff is taking to reunite pets and families

- What is your policy on public access to the facilities?
 - Please include
 - General public
 - Volunteers
 - Rescues
- Are certain rescue groups given greater access than others?
 - If yes, please explain why.
- What is the current volunteer policy?
 - Please include
 - What locations volunteers are allowed to enter and volunteer;
 - Times volunteers are allowed at each facility;
 - Reasons volunteers can be “fired”;
 - Training volunteers receive;
 - Policy on staff interaction and oversight of volunteers;
 - Policy on a volunteer coordinator position at LMAS;
 - If no coordinator, please explain reasoning for why.
 - Volunteer involvement in saving pets in need (i.e. committees, etc);
 - Recruitment efforts to gain new volunteers;
 - Retention efforts to retain volunteers.

We appreciate your patience as we continue to identify, review and provide additional responsive records. By providing a response to each item in your request and/or making those records available for your review/inspection within a reasonable timeframe in accordance with the Kentucky Open Records Act, we will consider this request complete for records provided herein or identified as available at MAS. We will notify you when additional records are available related to employee certification and training.

LMAS Director Justin Scally welcomes you to review any individual record not deemed otherwise exempt in protection of personal privacy consistent with KRS 61.878(1)(a); you may contact Mr. Donald Robinson, Assistant Director of LMAS Operations, for an appointment at 891-0833 or Donald.robinson@louisvilleky.gov ; please specify which records you seek to examine to allow staff to pull and organize them for that purpose.

Please let me know if you have questions about Louisville Metro open records compliance and policies; I am available during Metro business hours at 502-574-3576 or Dee.allen@louisvilleky.gov 611 W. Jefferson St., Louisville, KY 40202.

Sincerely,

Dee Allen,
Finance Coordinator