

Ukiah Animal Shelter 2016 Project Plan Matrix

Task/Goal	Proposed Completion Date	Date Started	Date Complete	Comments
Short Term Goals				
Intake Room	6/15/2016	5/12/2016	6/20/2016	Physically complete on 6/20. Intake process moved to room 6/21/16
Install Footbaths	6/15/2016	5/25/2016	6/10/2016	
Customer Service Training	6/15/2016	4/16/2016	On-going	Currently Bi-weekly training with four staff, ongoing
Waterproof panels in outside kennel area	6/15/2016	5/3/2016	5/17/2016	
Shelving in storage rooms	6/15/2016	5/5/2016	6/17/2016	
New holding kennels in police area	6/15/2016	5/4/2016	5/6/2015	
Installation of cat portals	6/15/2016	5/31/16	6/3/2016	
Ventilation improvements	6/15/2016	6/9/2016	7/15/2016	Additional work completed. Able to maintain 75 degrees on hottest days in cat hold area. Supplemented ventilation with fans.
Account for donations	6/15/2016	5/5/2016	6/15/2016	Donation options include a separate account in ACS budget for donations. Donations can be deposited at the Shelter or with County Treasurer. Pet specific donations can be donated through local non-profit.
Volunteer Coordinator	6/15/2016	5/31/2016	5/31/2016	With the return of the Shelter Supervisor, duties have been shifted allowing Amy Campbell to be the designated volunteer coordinator
Greeter during public hours	6/15/2016	5/31/2016	6/28/2016	Employee from another County department that was assigned to light duty is assisting with customer service and phone calls
Second volunteer meeting	6/15/2016	5/22/2016	6/5/2016	
Complete volunteer handbook	6/15/2016	5/17/2016	6/3/2016	
New Adoption Info Packets	6/15/2016	5/25/2016	7/5/2016	First update complete, adding more information to packets
Re-paint building	6/15/2016	5/17/2016	7/26/2016	Exterior paint complete
Move mister nozzles to outside eves	6/15/2016	5/31/2016	6/17/2016	As an alternative to moving the misters, large evaporative coolers were installed in the kennel area. A 3rd cooler was added 7/2/16
Set up small dog area in conference room area	6/15/2016	5/17/2016	In progress	Small dogs are currently being show-cased in lobby area as space permits due to remodeling projects. Permanent solution will require additional kennel remodel. Cost estimates and planning in progress.
Update ACS policy and procedure manual	6/15/2016	5/27/2016	6/20/16*	ACS Draft currently under review
Complete Dog Evaluations w/in 3 days	6/15/2016	6/7/2016	6/10/2016	Currently being done. Added to ACS policy, Chart of due dates in use
Install new kennels in police hold area	6/15/2016	5/6/2016	5/6/2016	
On-site training on shelter software	Added	5/23/2016	In progress	Working with purchasing to set up 3 day training...target date, late August-early September
Medium Term Goals				
Install outside door in sick bay	8/1/2016	5/31/2016	In progress	Contractor started work 8/4/16, expected completion before 8/31
Create livestock holding areas	8/1/2016	7/21/2016	In progress	Began planning process 7/21/16. Plans for 2- 12x12 shelters will be submitted to Facilities by 8/31/16. Most of the materials are on-site.
Contract w/ UC Davis for shelter evaluation	8/1/2016	6/18/2016	In progress	Working with Dr. Karsten from UCD on details, tentative date for consultation Nov 2016
Work with Coastal Humane Society for Coast Shelter	8/1/2016	5/21/2016	In progress	Working with CEO, further info will be presented to BOS in a separate agenda item.
On site training w/ Aimee Sadler	8/1/2016	6/1/2016	Set up for 9/17/16	Approved for scholarship, tentative date set for 9/17 through 9/19 (3-day training)
Update Title 10-Animal Care & Control Ordinance	8/1/2016	7/22/2016	In progress	Draft ordinance to be routed to County Counsel for review on August 15th.
Establish Foster-to-Adopt Program	8/1/2016	7/13/2016	In progress	First meeting held on 7/13/16 next scheduled meeting August/10 with regular meetings thereafter. Holding radio interviews and using social media to promote Foster Program
Longer Term Goals				
Certify staff as CPDT-KA	11/1/2016			
Discuss Shelter Evaluation Recommendations	11/1/2016			
Establish short and long term goals for ACS	11/1/2016			