

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD MEETING**

Wednesday, January 22, 2020  
5:30 – 7:00 P.M.

Forest Park - Parks Administrative Offices, Lower Park Conference Room  
802 E. Mukilteo Blvd (see directions on page 2)

Roll Call

Adoption of Meeting Agenda

Acceptance of Minutes: September 25, 2019 and November 20, 2019

Member Reports and Introductions

Animal Shelter Manager Report

Council Liaison Report

Citizen Comments

INFORMATIONAL BRIEFINGS & DISCUSSION ITEMS

Election of Chair and Vice Chair	Glynis Frederiksen
2019 year in review	Glynis Frederiksen
Fund Development introduction and program update	Lindsay Roe
2020 EAS budget overview	Glynis Frederiksen
Fee review process	Glynis Frederiksen
Board Rules of Procedure review	Glynis Frederiksen

Adjourn

Next Meeting  
Wednesday, March 25, 2020  
Forest Park, Parks Administrative Offices, Lower Park Conference Room

**MISSION STATEMENT:**

Everett Animal Services provides for the well-being of animals and the community through progressive animal sheltering, education, and municipal code enforcement.

## **Directions to Forest Park, 802 E. Mukilteo Blvd, Everett, WA 98203**

### **Driving Directions to Forest Park:**

#### **From the North**

Take I-5 exit 192 (41st St.)

Turn right onto 41st St.

Continue heading west on 41<sup>st</sup> street.

The road turns up a hillside and becomes Mukilteo Blvd.

The park is on the left at the top of the curves.

#### **From the South**

Take I-5 exit 192 - Broadway / 41st St.

Stay left up the 41st St. ramp.

Proceed through the intersection to W. 41st St.

Continue heading west on 41<sup>st</sup> street.

The road turns up a hillside and becomes Mukilteo Blvd.

The park is on the left at the top of the curves.

#### **Parking**

Immediately at the top of the hill take a very sharp left into a small parking lot next to Floral Hall. There will be an A-Board Sign directing you into the parking lot.

After parking follow the A-Board signs to the Lower Park Conference Room. It is located down two sets of stairs. The access door to the lower park conference room is on your right.

CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD MEETING  
Wednesday, September 25, 2019  
5:30 – 7:00 P.M.  
Forest Park, Administration Building  
802 E Mukilteo Blvd, Everett, WA 98203

The meeting was called to order at 5:35PM.

**Shelter Advisory Board members present:** Nathan Shelby, Lindsay Ellsworth, Bill Morgan, Jennifer Ward, Sarah Hartwell

**Board members not present:** Kara Langus, Leslie Shattuck (excused), Brooke Fiscus (excused), Alyssa Russell

**City Council Liaison present:** Council member Scott Bader

**Staff present:** Kimberly Shelton, Parks Assistant Director; Glynis Frederiksen, Shelter Manager; Danielle Marks, Parks Admin Asst.

**Acceptance of Meeting Agenda:** A motion was made to accept the agenda for September 25, 2019. Motion/Second/Approved (m/s/a) unanimously to accept the agenda for September 25, 2019 as presented.

**Review and Acceptance of Minutes:**

A motion was made to accept the minutes from August 28, 2019. Motion/Second/Approved (m/s/a) unanimously to accept the minutes from August 28, 2019 as presented.

**Member Reports**

- No member reports.

**Shelter Manager Report**

Glynis Frederiksen reported on the following items:

- Leslie Wall was recently promoted
- Lindsay Roe is the new Fundraising Coordinator. Her first day will be Monday, September 30.
- Shelter hours of operation are changing to 12:30pm – 5:00pm, seven days a week.
- Kimberly Shelton, Assistant Parks Director is now the direct supervisor to Glynis Frederiksen.

**Parks Director Report**

**Kimberly Shelton, Assistant Director Parks & Community Services**

- Danielle Marks, Parks Admin Asst has accepted a position as an HR coordinator. This will be her last Shelter Advisory Board meeting.

**Council Liaison Report**

- Nothing new to report

**Citizen Comments** – No citizens present.

## **Discussion and Recommendation Item**

### **Animal Code Revision, presented by Glynis Frederiksen**

The proposed Ordinance relating to dangerous and potentially dangerous dogs was reviewed and finalized by the City's Legal team and presented to the advisory board.

The revised Ordinance removes breed specific language, strengthens enforcement ability to address chronic offenders and problem dogs, and more clearly defines terminology.

Terminology is more clearly defined throughout the Ordinance. Breed specification was removed surrounding Pitbulls. Duty of owner responsibility language was also outlined, in conjunction with confinement language, along with a proper reporting outline of the deadline of when to notify the Animal Control about dangerous dogs moving into the city. A revision was also made to ensure dangerous dogs are not only microchipped but also spayed or neutered.

Clarification is written that the owner is responsibility for all costs associated with the confinement of the dog, including food and veterinary expenses.

Language was also added about reclassification of a potentially dangerous dog, at the discretion of the shelter manager pending the determination that the risk to public safety has been mitigated.

The advisory board agrees this ordinance is more clearly defined and very thorough. A motion was made to recommend this to Council, a second was heard. M/S/A to recommend presenting this Ordinance to the Council for approval. The first meeting presented to Council is expected to be on October 23, with a second reading on October 30, and the final Council reading and vote expected to be held on November 6.

### **Other Business**

The next advisory board meeting has been moved to November 20, 2019. A motion was heard to move the meeting date from November 27 to November 20. M/S/A to accept the revised meeting date.

Motion was made to adjourn the meeting. M/S/A unanimously.

Meeting Adjourned @ 6:22PM

**Next meeting:** November 20, 2019 at Forest Park Administration Building.

Respectfully submitted,

Danielle Marks, Administrative Assistant  
Parks & Community Services

CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD MEETING  
Wednesday, November 20<sup>th</sup>, 2019  
5:30 – 7:00 P.M.  
Forest Park, Administration Building  
802 E Mukilteo Blvd, Everett, WA 98203

The meeting was called to order at 5:40pm

**Shelter Advisory Board members present:** Nathan Shelby, Lindsay Ellsworth, Kara Langus, Sarah Hartwell

**Board members not present:** Leslie Shattuck (Excused), Brooke Fiscus (Absent), Alyssa Russell (Absent), Lindsay Roe (Excused), Bill Morgan (Absent), Jennifer Ward (Excused)

No quorum was reached at this meeting

**Staff present:** Kimberly Shelton, Parks Assistant Director; Glynis Frederiksen, Shelter Manager; Emily Young, Parks Admin Asst.

**Acceptance of Meeting Agenda:** A motion was made to accept the agenda for November 20<sup>th</sup>, 2019. Motion/Second/Approved (m/s/a) unanimously to accept the agenda for November 20<sup>th</sup>, 2019 as presented.

**Review and Acceptance of Minutes:**

No quorum achieved, therefore no motion was made to accept the minutes from Sept 25<sup>th</sup>, 2019.

**Member Reports**

- No member reports.

**Shelter Manager Report**

Glynis Frederiksen reported on the following items:

- Dangerous dog code revision passed unanimously and eliminated limitations on pit bulls. This brings the City into compliance with the new state law in effect January 1, 2020.
- With the new change in hours of operation of the Animal Shelter, staff take lunch before shelter opening times. Overall staff is pleased with the implementation of the new shelter hours.
- Mary Zelinka has been hired in the Vet Tech position. She comes to the EAS with previous working experience with NOAH and Purrfect Pals.
- Opening of 3<sup>rd</sup> Animal Control Officer position will go into effect very soon. This position is going to the civil service commission on 11/21/2019.
- Multiple hoarding cases this past summer have caused the shelter to remain at a close to full capacity.
- Live release rate for this rolling 12-month period is 89.3% this year, that is down a small percentage from the 90.14% at the same time last year. This dip in percentage is partially due to a larger number of animals handled this year.
- 300 more cats were seen this year alone; several litters of kittens passed away from unknown causes, possibly due to genetic factors.

**Parks Director Report**

### **Kimberly Shelton, Assistant Director Parks & Community Services**

- 2020 city budget was passed with few changes that affect EAS, EAS funding didn't change except for adding the fundraising coordinator position – Lindsay Roe
- Civil service ACO position posting was approved, will be moving Ranger Supervisor in to a higher role where her will manage rangers and animal control officers which will help with staff management procedures. Ranger Supervisor will go through the Animal Control Academy next year in Burien.

### **Council Liaison Report**

- Not Present

**Citizen Comments** – No citizens present.

**Fund Development Introduction and Program Update** – Kimberly Shelter (Lindsay Roe was absent due to illness)

Lindsay Roe will be raising funds for Fund 151, for surgical care and supplies for the animals. She has created a more user-friendly landing page for the donation web pages and is working on setting up the possibility of monthly recurring donations. She will be mailing out an appeal letter to about 600 people soon and is also working on a social media campaign for giving Tuesday, December 2<sup>nd</sup>, and for Santa Paws which will be held at Langus Park and cost \$25. Lindsay will also be leading the monthly newsletters, thank you notes, adoption donation requests, and kennel sponsorship programs.

### **Animal Shelter Identity and Public Messaging**

EAS will be working on developing an identity surrounding the question of operation as a “kill” or “no-kill” shelter. Board members provided suggestions, including posting shelter statistics on the website.

### **2020 Advisory Board Meeting Planning**

Jan: 2020

Budget Review

Shelter Fee Review (Begin)

March 2020

Animal Shelter Fees

Municipal Code 6.04 Revisions

May 2020

Animal Shelter Fees

Municipal Code 6.04 Revisions (Council in June)

Other suggestions included:

- New Animal Control Ranger Supervisor can come in and talk about the animal control program
- Animal adoption policies

### **Mayor Holiday Reception - In Recognition of Everett's Boards and Commissions**

Everett Station

Thurs. December 12<sup>th</sup>, 2019

4:30pm – 6:30pm

### **Other Business**

None

Motion was made to adjourn the meeting. M/S/A unanimously.  
Meeting Adjourned at 6:47pm

**Next meeting:** January 22, 2019 at Forest Park Administration Building.

Respectfully submitted,

Emily Young, Administrative Assistant  
Parks & Community Services

DRAFT

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> 2020 Election of Chair and Vice Chair	<input type="checkbox"/>	<b>Adoption</b>	<b>Staff</b>	<b>G. Frederiksen</b>
	<input type="checkbox"/>	<b>Recommendation</b>	<b>Phone</b>	<b>425-257-6013</b>
	<input checked="" type="checkbox"/>	<b>Discussion</b>	<b>Date</b>	<b>January 22, 2020</b>
	<input type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

The Animal Shelter Advisory Board elects Board officers annually for a term of one year.

**RECOMMENDATION**

Elect 2020 Board officers.

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> 2019 Year in Review	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	<b>Staff</b> <b>Phone</b> <b>Date</b>	<b>G. Frederiksen</b> <b>425-257-6013</b> <b>January 22, 2020</b>
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**DESCRIPTION SUMMARY:**

Staff will present EAS data and highlights from 2019. Board members will be asked to share feedback from their perspective, including any potential concerns and suggestions moving forward.

**RECOMMENDATION**

Discussion only.

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> Fund Development introduction and program update	<input type="checkbox"/>	<b>Adoption</b>	<b>Staff</b>	<b>Lindsay Roe</b>
	<input type="checkbox"/>	<b>Recommendation</b>	<b>Phone</b>	<b>425-257-6024</b>
	<input checked="" type="checkbox"/>	<b>Discussion</b>	<b>Date</b>	<b>January 22, 2020</b>
	<input checked="" type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

Lindsay Roe is the Development Manager for EAS. She will provide a program overview and plans for 2020.

**RECOMMENDATION**

Information and discussion.

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> <b>2020 EAS Budget Overview</b>	<input type="checkbox"/>	<b>Adoption</b>	<b>Staff</b>	<b>G. Frederiksen</b>
	<input type="checkbox"/>	<b>Recommendation</b>	<b>Phone</b>	<b>425-257-6013</b>
	<input checked="" type="checkbox"/>	<b>Discussion</b>	<b>Date</b>	<b>January 22, 2020</b>
	<input checked="" type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

The 2020 EAS budget for Everett Animal Services will be reviewed by staff. Board members are asked to review the attached budget narratives prior to the meeting to facilitate discussion.

**RECOMMENDATION**

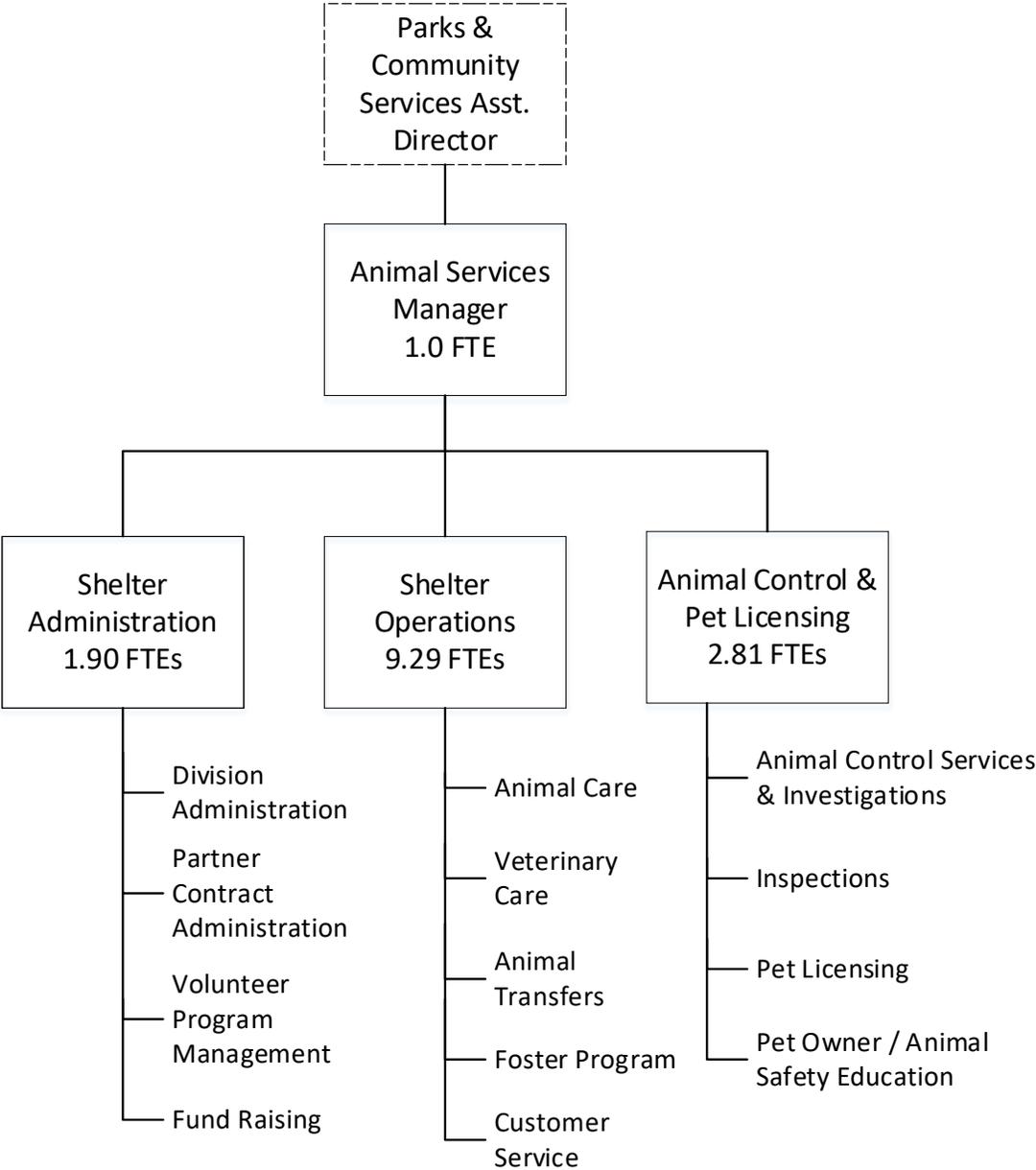
None. Board members are asked to review the budget narratives prior to the meeting and provide questions and observations.

# Animal Services

## FUND 026

### OVERVIEW

Animal Services operates the Everett Animal Shelter and provides animal control and pet licensing services within the City of Everett. The Animal Shelter houses stray and homeless animals from Everett and fifteen partner jurisdictions.



## ACTIVITIES

### Animal Services Administration

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 313,617
M&O/Capital Outlay	9,094
<b>Total Expenditures</b>	<b>\$ 322,711</b>
Revenue Offset	0
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 322,711</b>
Budgeted FTEs	2.65

#### PRIMARY CITY PRIORITY



#### DESCRIPTION

Animal Services Administration manages the overall operations of the department including:

- Providing oversight of shelter animal care and operations, service delivery, long and short-range planning, safety management, budgeting and financial management, revenue development, advisory board management, volunteer program management, community outreach and events, and fundraising
- Administering animal sheltering contracts for fifteen jurisdictions
- Providing administrative support, including human resources, payroll processing, purchasing, staff training, information and records management, City policy and regulatory compliance
- Serving as a community resource for pets in the event of a disaster

#### 2019 ACCOMPLISHMENTS

- Reorganized key staff positions within the division to maximize operational effectiveness
- Hired a new fundraising coordinator and made operational structure changes to improve service effectiveness

#### 2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve customer service and operational effectiveness	<ul style="list-style-type: none"> <li>• Expand online tools and information available to the public, streamline processes</li> <li>• Revise standard operating procedures for consistency throughout the department</li> </ul>
	Grow the volunteer program	<ul style="list-style-type: none"> <li>• Expand recruitment efforts to increase diversity, range of skill sets, and fill key roles within volunteer program</li> <li>• Develop new animal enrichment, lost &amp; found, adoption support, and community outreach volunteer programs</li> </ul>

## PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Number of volunteer hours annually (excluding foster hours)	25,000	16,614	18,927	19,200	20,000
	Charitable support to the 'Fund for Animals' (donations from individuals, businesses and foundations, grants, events, etc.)	\$175,000	\$94,472	\$139,610	\$90,000	\$115,000

## POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Accounting Assistant	0.4	Fundraising Coordinator	1.0
Veterinarian	0.1	Assistant Animal Services Manager	0.4
Animal Services Manager	0.75		

## Shelter Operations

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 942,974
M&O/Capital Outlay	131,152
<b>Total Expenditures</b>	<b>\$ 1,074,126</b>
Revenue Offset	(902,000)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 172,126</b>
Budgeted FTEs	9.44

### PRIMARY CITY PRIORITY



## DESCRIPTION

The Shelter Operations activity provides several services including:

- Shelter animal care that reflects best practices in the animal welfare field
- Onsite veterinary care for shelter and foster animals, including examinations, medical treatments, spay/neuter surgeries and other medical procedures
- Pet adoptions, reclaims, owner surrenders and euthanasia services to the public
- An animal transfer program with area animal shelters and rescue partners
- Volunteer opportunities to assist staff with animal care and enrichment, associated shelter functions, customer service and animal fostering
- Online and social media promotion of animals available for adoption
- Professional responses to requests for service and information, and promotion of responsible pet ownership

## 2019 ACCOMPLISHMENTS

- Implemented Dogs Playing for Life™ enrichment program
- Expanded staffing support and streamlined cat and kitten foster program
- Revised standard operating procedures for seasonal shelter employees

## 2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Implement emerging best practices in the animal welfare field	<ul style="list-style-type: none"> <li>• Develop programs to reduce shelter length of stay and managed intakes</li> <li>• Develop programs to address community cat issues</li> </ul>

## PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
 Live release rate ( <i>dogs &amp; cats: live outcomes/total outcomes</i> )	90% or higher	91%	90%	90%	90%

WORKLOAD MEASURES	2017	2018	2019 EST.	2020 EST.
 Total animal intake ( <i>all species and intake types</i> )	4,754	5,395	5,365	5,300
 Average daily shelter population ( <i>all animal types</i> )	143 animals	190 animals	180 animals	175 animals
 Number of spay/neuter surgeries performed	1,286	1,898	1,900	1,900

## POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Animal Care & Customer Service Asst	5.34	Veterinary Technician	.90
Accounting Assistant	.40	Asst Animal Services Manager	.50
Animal Control Officer	1.35	Animal Services Manager	.15
Veterinarian	.80		

## Animal Control & Pet Licensing

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 282,901
M&O/Capital Outlay	36,676
<b>Total Expenditures</b>	<b>\$ 319,580</b>
Revenue Offset	(78,971)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 240,609</b>
Budgeted FTEs	2.91

### PRIMARY CITY PRIORITY



### DESCRIPTION

Animal Control and Pet Licensing supports the Safe Community priority by investigating and enforcing City animal code violations involving public safety, animal welfare and animal nuisance complaints. This division also provides pet licensing services for City residents and provides animal safety and welfare education to the community.

### 2019 ACCOMPLISHMENTS

- Updated the Dangerous Dog chapter of Everett Municipal Code Title 6 – Animals, to reflect changes in state law
- Launched email pet license renewal notices

### 2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Update and modernize animal control enforcement	<ul style="list-style-type: none"> <li>• Identify and implement improvements to customer service and operational effectiveness</li> </ul>
	Expand the pet licensing program	<ul style="list-style-type: none"> <li>• Increase use of technology, marketing and more effective enforcement to increase pet licensing awareness and compliance rates in the City</li> </ul>

### PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
 # of pets licensed per 1,000 people population	50	32	36	36	38

WORKLOAD MEASURES	2017	2018	2019 EST.	2020 EST.
 Number of animal control cases	1,295	1,197	1,100	1,200
 Number of pet licenses issued	3,520	4,035	4,000	4,300

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Animal Control Officer	1.65	Veterinarian	0.10
Animal Care & Customer Service Asst	0.66	Veterinary Technician	0.10
Accounting Assistant	0.20	Assistant Animal Services Manager	0.10
Animal Services Manager	0.10		

**REVENUE DESCRIPTION**

Animal Services is supported by general government revenue, service fees and individual/business contributions. See Fund 151 - Fund for Animals for donation revenue. Significant operating revenues for Animal Services include the following sources:

- Sheltering fees from contract jurisdictions
- Animal adoption fees
- Animal redemption and boarding fees
- Owner surrender fees
- Pet license sales

**THREE-YEAR PERSONNEL TABLE**

OCCUPATION CODE	TITLE	2018	2019	2020
1530	Animal Shelter Attendant	4.0	4.0	0.0
1535	Animal Care and Customer Service Assistant	0.0	0.0	6.0
2390	Office Assistant	2.0	2.0	0.0
2300	Accounting Assistant	1.0	1.0	1.0
1510	Animal Control Officer	3.0	3.0	3.0
1525	Veterinary Technician	1.0	1.0	1.0
6755	Shelter Operations Coordinator	1.0	1.0	0.0
6757	Fundraising Coordinator	0.0	0.0	1.0
6754	Assistant Animal Services Manager	0.0	0.0	1.0
6750	Veterinarian	1.0	1.0	1.0
6201	Animal Services Manager	1.0	1.0	1.0
	<b>TOTAL FTEs</b>	<b>14.0</b>	<b>14.0</b>	<b>15.0</b>

## BUDGET CHANGES

This schedule includes budget changes from the 2019 Adopted Budget to the 2020 Proposed Budget. It excludes labor cost changes related to cost of living, step increases, or employee benefits.

FTE	Item	Labor Amount	M & O Amount	Total
1.0	Add Fundraising Coordinator	111,650		111,650
	Upgrade Shelter Operations Coordinator to Assistant Animal Services Manager	14,204		14,204
	Increase Administrative Day Laborer hours	1,980		1,980
<b>1.0</b>	<b>Total</b>	<b>127,834</b>	<b>-</b>	<b>127,834</b>

## BUDGETED EXPENDITURES

Fund 026 Animal Shelter		2018 Actual	2019 Adopted Budget	2019 As Amended 9/25/2019	2020 Proposed Budget	Percent Change*
Fnc 001	Animal Services	\$ 1,445,920	\$ 1,574,947	\$ 1,574,947	\$ 1,716,417	9%
<b>TOTAL APPROPRIATION</b>		<b>\$ 1,445,920</b>	<b>\$ 1,574,947</b>	<b>\$ 1,574,947</b>	<b>\$ 1,716,417</b>	<b>9%</b>

\* 2019 Adopted to 2020 Proposed

# Fund for Animals

## FUND 151

### OVERVIEW

The Fund for Animals is a cumulative reserve fund that provides funds to benefit animals. Veterinary care, capital equipment and supplies for animals at the Everett Animal Shelter are paid for through this fund.

### ACTIVITY

## Animal Shelter Veterinary Care & Animal Benefit Funding

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	173,860
<b>Total Expenditures</b>	<b>\$ 173,860</b>
Revenue Offset	(115,359)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 58,501</b>
Budgeted FTEs	0.0

### PRIMARY CITY PRIORITY



### 2019 ACCOMPLISHMENTS

- Hired a fundraising coordinator to expand opportunities for community giving

### REVENUE DESCRIPTION

Sources of revenue for this fund include donations from individuals and businesses, grants, merchandise sales and interest income.

## BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 9/25/2019	Estimate	Proposed Budget
<b>Fund 151: Fund for Animals</b>					
<b>Resources</b>					
Beginning Balance	399,122	348,172	348,172	411,374	333,956
Charges for Services/Merchandise	7,140	7,000	7,000	7,466	7,000
Interest Earnings	6,706	6,720	6,720	8,199	7,009
Private Contributions	124,987	60,000	60,000	75,965	100,000
Other Miscellaneous	1,584	-	-	1,350	1,350
<b>Total Available</b>	<b>539,539</b>	<b>421,892</b>	<b>421,892</b>	<b>504,354</b>	<b>449,315</b>
<b>Expenditures</b>					
M & O	128,165	156,560	156,560	170,398	173,860
<b>Total Expenditures</b>	<b>128,165</b>	<b>156,560</b>	<b>156,560</b>	<b>170,398</b>	<b>173,860</b>
<b>Ending Balance</b>	<b>411,374</b>	<b>265,332</b>	<b>265,332</b>	<b>333,956</b>	<b>275,455</b>
<b>2020 Budget Appropriation - Fund 151</b>					<b>449,315</b>

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> 2020 Fees Review	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	<b>Staff</b> <b>Phone</b> <b>Date</b>	<b>G. Frederiksen</b> <b>425-257-6013</b> <b>January 22, 2020</b>
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**DESCRIPTION SUMMARY:**

In 2010 City Council delegated the authority to establish and modify animal shelter fees. EMC 6.04.100 includes language that assures the Animal Shelter Advisory Board and the public have the opportunity to review and discuss fee modifications that the Board will entertain public comments and prepare a recommendation to Animal Services staff. A copy of the EMC 6.04.100 is provided for your reference.

Staff will present an overview of the process and a proposed timeline for this year's fee review.

**RECOMMENDATION**

Discuss timeline.

## **Everett Animal Services**

### **Procedure for Fee Establishment or Changes**

Everett Municipal Code 6.04.100

- A. The manager of the animal services division authorized to administratively establish and charge fees for the use of its services. The manager shall use the following procedure when establishing or changing a fee:
1. New and/or proposed fee changes will be made available for public review;
  2. The manager will present new and/or proposed fee changes to the animal shelter advisory board and the animal shelter advisory board will discuss such new and/or proposed fee changes and entertain public comments;
  3. The animal shelter advisory board will accept, provide comment, or propose changes to the manager's recommendation for new and/or proposed fee changes;
  4. The manager shall consider all comments and/or proposals before making a final determination on new and/or proposed fee changes; and
  5. The manager will provide notice to the city council of his or her final determination on new and/or proposed fee changes prior to implementation.

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> Rules of Procedure Review	<input type="checkbox"/>	<b>Adoption</b>	<b>Staff</b>	<b>Glynis Frederiksen</b>
	<input type="checkbox"/>	<b>Recommendation</b>	<b>Phone</b>	<b>425-257-6013</b>
	<input checked="" type="checkbox"/>	<b>Discussion</b>	<b>Date</b>	<b>January 22, 2020</b>
	<input type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

On an annual basis, Board members and staff review the current rules of procedure for potential changes. The rules are adopted by the Board on an annual basis.

The attached rules of procedure, signed by Advisory Board members on May 22, 2019 will be reviewed. Based on Board member suggestions at the January meeting, staff will bring back the final document for approval and signature at the March Animal Shelter Advisory Board meeting.

**RECOMMENDATION**

Review Rules of Procedure and suggest modifications as appropriate for Board consideration.

**Rules of Procedure 2019**  
**City of Everett Animal Shelter Advisory Board**

<b>Number</b>	<b>Rule of Procedure</b>	<b>Rationale</b>
<b>1.0</b>	<b>Meeting Length</b>	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of special board meetings will be jointly determined by the Everett Animal Services Manager (“Manager”) and the Animal Shelter Advisory Board Chair (“Chair”).	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
<b>2.0</b>	<b>Meeting Day, Time and Location</b>	
2.1	The regular meeting of the board shall be the fourth Wednesday of every other month at 5:30 p.m., based on a January meeting with no meeting in December. The Manager and Chair will jointly determine if a regular meeting will be canceled. All meetings of the board are open to the public.	The fourth Wednesday has been the traditional day for the regular meeting.
2.2	Special meetings may be called by the Manager, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.	On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.
2.3	Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting each January.	This gives Everett Animal Services and the board flexibility to balance a variety of factors that can affect attendance.
2.4	All meetings and workshops shall be held at the same location throughout the year at the Everett Animal Shelter unless otherwise agreed to by the Manager and Chair, and posted on the City’s website at least one week in advance of the meeting date. The meeting location will be decided at the regular meeting each January.	This gives EAS and the board the ability to establish the location(s) on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.

2.5	When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Manager and Chair shall jointly determine if the regular meeting will be canceled or re-scheduled.	Necessary because occasionally, a conflict will occur.
<b>3.0 Meeting Agenda</b>		
3.1	All regular meetings, workshops and special meetings shall have an agenda prepared by the Manager to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting.	This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings and retreats is accomplished.
3.2	The Chair has the authority to alter the order of the agenda.	Provides the needed flexibility to account for any issue.
3.3	<p>Regular meeting agenda shall include, at the minimum, the following in the order stated:</p> <ol style="list-style-type: none"> <li>1) roll call of members;</li> <li>2) acceptance of minutes from the previous meeting;</li> <li>3) adoption of the meeting agenda;</li> <li>4) Manager report;</li> <li>5) board member comments;</li> <li>6) city council liaison report;</li> <li>7) public comment;</li> <li>8) board action items (adoption, public hearings and/or recommendation to the Manager);</li> <li>9) discussion items;</li> <li>10) information items;</li> <li>11) new business as time allows and as allowed by the Chair; and</li> <li>12) adjournment.</li> </ol> <p>Under board member comments, members may include requests to have an item placed under new business to allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future</p>	<p>This order closely aligns with the order of the city council meetings. An opportunity is also provided to more fully discuss board member initiated ideas, observations and/or concerns as part of the new business section without necessarily needing to speak to these types of items under their board member comment's section.</p> <p>There may be other meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.</p>

	meeting. The only planned exception to the agenda is when a public hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.	
3.4	Special meeting agenda shall only include action items (adoption and/or recommendation to the Manager). No other item is discussed.	By its nature a special meeting is for a more narrow purpose than a regular meeting.
3.5	Workshop agenda shall only include items for discussion and tasks to be performed. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.	Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.
<b>4.0</b>	<b>Meeting Conduct</b>	
4.1	In all practical cases, Robert’s Rules of Order will govern the conduct of meetings and workshops.	This is to help ensure fairness and protection of speech by all board members.
4.2	Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to the Manager) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote. Board member alternates are voting members in the absence of a regular member.	Motions apply to formal board activity. All other activity involves discussion and consensus.
4.3	Board member, city council liaison and general public comments are limited to three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall	This is to help ensure that the gist of the comment is identified and discussion/information items are concisely presented to help ensure that

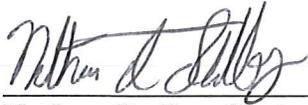
	not exceed 20 minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Manager and Chair. Information items shall not exceed 10 minutes in length unless otherwise arranged ahead of time between the Manager and Chair.	the agenda is followed in the time available.
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework are utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.
4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for “final” comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely “closed” and that individual board members are not required to speak on an issue if they desire to remain silent.
4.6	The public can speak on any item not on the agenda as the seventh agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. Each member of the public is also limited to three minutes.	This follows city council meeting protocol.
4.7	Everett Animal Services shall keep minutes of all regular meetings, special meetings and workshops, including actions of the board, all of which shall be housed at the Everett Animal Shelter. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today’s common practice.
4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.

4.9	Any board member who has a financial, personal or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.	Board members must avoid a conflict of interest or the appearance of a conflict of interest.
<b>5.0</b>	<b>General Meeting Responsibilities</b>	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting or workshop.	Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair “officiates” (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda items, the Chair shall seek board guidance to either extend an agenda item’s discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting time.	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Manager.
5.3	The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting if the Chair or Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so.	Provides additional clarity regarding procedure.
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn’t realize what was associated with the vote.
5.5	Board members commit to frame discussion around Everett Animal Services’ vision, mission, the	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the

	magnitude of benefits, costs and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or “how” to implement policies and/or programs/facilities.	resources needed to extend the benefit. It is also to clearly define “policy advocacy” from “administration.”
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Manager to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting.
5.8	Board members commit to analyzing staff proposals, asking questions and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.
<b>6.0</b>	<b>Meeting Attendance</b>	
6.1	Board members are volunteers appointed by the Mayor and confirmed by City Council. Their service is voluntary. Notwithstanding the volunteer nature of the membership, board members are expected to attend a minimum number of meetings per calendar year. As soon as known, unique circumstances adversely affecting minimum and/or consecutive attendance requirements stated in (6.2) and (6.3) below shall be discussed with the Manager & Chair.	This statement identifies the nature of the position and the general philosophy. It also helps to ensure that there are always quorums (at least 4 members present).
6.2	Board members commit to respond to the Manager or his/her administrative liaison by 5:00 p.m. the day before a meeting, workshop or special meeting if they cannot attend.	This helps to ensure that the Manager and Chair are aware if agenda items need to be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.

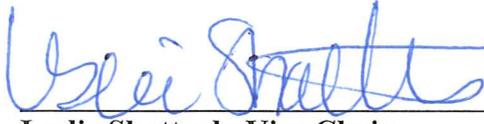
6.3	Board members commit to attending a minimum of 67% (4 of 6 meetings) of all regularly scheduled meetings, workshops and special meetings during a rolling 12 month period.	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to reviewing material previously discussed and/or acted upon by the board.
6.4	In addition to the requirement of 6.3 above, board members commit to not missing more than two consecutive board meetings, in any combination of sequence of regular meetings, workshops or special meetings.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.5	Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Manager and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.	This is to help ensure that the probability is maximized that there will be full board member attendance.
<b>7.0</b>	<b>Officers</b>	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.
7.2	The election of the officers shall take place annually in the month of November. The term of office shall run until the next subsequent election.	The Chair and Vice Chair are members with at least one year of service on the board as a regular or alternate member.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.

Approved this 22<sup>nd</sup> day of May, 2019



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**Nathan Shelby, Chair**



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**Leslie Shattuck, Vice Chair**



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**Kara Langus, Member**



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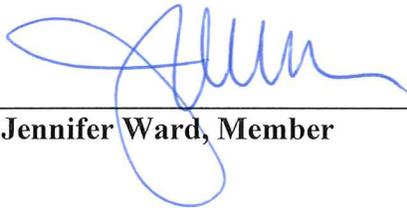
**Lindsay Ellsworth, Member**

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**Brooke Fiscus, Member**

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**William Morgan, Member**



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**Jennifer Ward, Member**