CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD MEETING

Wednesday, July 22, 2020
5:30 – 7:00 P.M.
Virtual Microsoft Teams meeting: 1-425-616-3920, Conference ID: 660 559 396#

Roll call
Approval of minutes: January 22, 2020
Adoption of meeting agenda
Animal Services Manager report
Assistant Parks Director report
Member reports
Council Liaison report
Public comment

INFORMATIONAL BRIEFINGS & DISCUSSION ITEMS:

Mayor's 2021 budget update	Cassie Franklin
Animal Services update	Glynis Frederiksen
Proposed fee revisions	Glynis Frederiksen
Municipal Code revisions	Glynis Frederiksen

New business

Adjourn

Next Meeting
Wednesday, September 23, 2020
Virtual meeting on Microsoft Teams

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

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How To Use MS Teams

The City of Everett uses Microsoft TEAMS to conduct public meetings. Board members can access online using the TEAMS App or by phone.

To connect via app or browser:

If you have a computer/smartphone/tablet and an Internet connection, you can join via Microsoft Teams.

- *Download the **Microsoft Teams®** app for the best experience, or join via Edge, Firefox, or Chrome browsers.*
    - *The mobile app is available through your app store*
    - *The desktop app is available by going to https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app*

- *If you do not have an account you do not need to sign in to access MS Teams. You can join as a guest when you click on the Virtual meeting invite link from the City.*

If you do not have a mic and/or speakers, you can connect via the dial in phone number provided above to provide comment and/or just listen.

Access By Phone:

If you have trouble downloading MS Teams please be reassured you can access the meeting by phone. The phone number and access code for the Animal Shelter Advisory Board meeting July 22, 2020 from 5:30 – 7:00 p.m. is:

+1 425-616-3920 United States, Seattle (Toll)

Conference ID: 660 559 396#

Meeting Conduct

When connecting to our virtual meeting, we ask that all public attendees leave their video off and their microphones muted unless called upon to speak for public comment. As an additional measure, we will mute any open mics outside the public comment period to help avoid disruption.

Making the Meeting a Success

- *Make sure the smart phone, tablet, computer, or other video inspection device is fully charged.*
- *Have any required information on hand*
- *Make sure background noise is turned off so that the call audio is clear.*
- *Turn off phone, tablet, or computer notifications during the meeting. Notifications can cause the video to freeze and the sound to silence briefly.*

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- *Use ear buds or a headset with microphone to improve communication.*
- *If you want to speak, click the "Raise your hand" icon. This will be explained at the beginning of the meeting.*
- *Make sure your microphone is muted and video camera is turned off unless you are speaking.*
    - *Look at the icons. A slash means off and no slash means on.*
    - *Click on the icon to toggle it on/off.*

If you have trouble accessing the meeting via MS Teams or by cell phone don't hesitate to call Glynis Frederiksen at 206-550-5811.

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CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD MEETING
Wednesday, January 22nd, 2020
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, Jennifer Ward, Sarah Hartwell, Kara Langus

Board Members Not Present: Leslie Shattuck

Staff Present: Kimberly Shelton, Assistant Park Director; Glynis Frederiksen, Shelter Manager; Lindsay Roe, Development Manager; Emily Young, Parks Admin Asst.

Council Liaison:
Scott Bader

Acceptance of Meeting Agenda: A motion was made to accept the agenda with the amendment of combining Year in Review and EAS Budget Overview sections into one topic.
Motion/Second/Approved (m/s/a) unanimously to accept the agenda as amended.

Review and Acceptance of Minutes:
Motion was made to accept the minutes from Sept 25th, 2019 and November 20th meeting minutes.
Motion/Second/Approved (m/s/a) unanimously to accept the agenda as amended.

Member Reports:
- No Member Reports

Shelter Manager Report:
Glynis Frederiksen reported on the following items:
- The shelter is in the final stages of hiring for the Animal Control Officer position.
- Final financial figures will be available by the March meeting.
- The City is in support of amendments to House Bill 2317 to remove outdated language from animal statutes.
- The City is also in support of a House Bill which would prohibit the sale of dogs and cats in pet stores and encourage partnership with adoption agencies.

Council Liaison Report:
Council Liaison did not have an update at this time

Citizen Comments:
No citizens present at this meeting

Election of Chair and Vice Chair:
Nathan Shelby proposed as 2020 Animal Shelter Advisory Board Chair
Motion/Second/Approved (m/s/a) unanimously.
Lindsay Ellsworth proposed as 2020 Animal Shelter Advisory Board Vice Chair

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Motion/Second/Approved (m/s/a) unanimously.

Fund Development Introduction and Program Update:
Lindsay Roe gave the board an overview of her goals to build up the annual fund. She will be mailing out two letters to donors and is working to increase donations given at time of adoption and revamping kennel sponsorship options. There are some technological challenges in current online giving and the inability to store card numbers, and Lindsay is looking into solutions. She will also create branded donation pages based on individual donation programs/events, and she will work to improve the current donor stewardship program. As it currently exists, donors get a thank-you letter in the mail. Donors will now get a call, a new donor packet, holiday cards, and updated Happy Tail animal stories to show an animal which their money is supporting. She will be working towards aligning the shelter more with nonprofit messaging. The Everett Animal Shelter is now registered as charitable fund organization in Washington State, which gives more opportunities to participate in employee giving programs. Additionally, EAS can now receive matching dollars for volunteer hours at Microsoft.

$4600 was raised on Giving Tuesday, $2200 raised at Santa Paws, $5300 raised through direct mail requests, and $3000 raised in the December year end appeal. Lindsay has implemented the use of Little Green Light software which is a donor management system where she can track mailing lists, input task reminders, track donors and much more. This system streamlines many current processes, it costs $400 annually to run Little Green Light.

Lindsay described that EAS currently has about 7000 subscribers which is not enough to support a large-scale event. Lindsay's goal is to hold a large event in 5 years. For now, EAS will continue to participate in partner events such as with Scuttlebutt or other Organizations. The long-term need would be to hire a volunteer coordinator to manage special events and volunteers. Glynis explained that the shelter is invited to many small events but simply doesn't have the capability of attending when considering the time to market the animals versus time spent specifically for fundraising planning/generating revenue.

The Board discussed tax dollar questions/comments from the public. It was discussed that receiving a percentage of tax dollars is never enough to cover animal care costs. It was discussed that the community expects a high level of care and the possibility of using this type of wording to show the need for donations.

2019 Year in Review and 2020 EAS Budget Overview:
Review and discussion of budget documents for 2020.
Glynis gave the board an overview of the two types of funds which the Animal Shelter operates from. Fund 026 is from the City's general fund and Fund 151, the Fund for Animals, which is a restricted fund to help animals. All donations to EAS go into Fund 151. This year EAS anticipates $115,000 in donation revenue. Fund 151 allows for special use of funds such as marketing and exceptional care of the animals but is also utilized for basic veterinary care. At the close of 2019 there was $334,000 remaining in this fund. The board discussed labor cost increases, and minimum wage increases, but overall no general fund 026 cost increases. The Board reviewed the EAS organization chart and noted the changes of the Ranger and ACO Supervisor, as well as the implementation of the Fundraising Coordinator and Assistant Manager. Glynis outlined several planning goals for 2020 including continuing to improve customer service, improvements to the webpage, increased fundraising efforts, and tracking of performance measures of volunteer hours. Volunteer-run Doggy Play Groups launched in 2019 and helped to place some difficult animals. Cat and kitten programs have been streamlined and standard operating procedures revised for seasonal employees through checklists and morning huddles. Staff will focus on continuing programs to reduce the length of stay for individual animals and work on making

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the pet licensing renewal process more efficient. The new Ranger and ACO Supervisor will create internal procedures to standardize ACO operations.

There was discussion of future implementation of a community cat program. This led into conversation about the future needs, including an x-ray machine. It was also noted that it would be helpful to have an inventory of large medical equipment needs for quick reference. Additional dialogue took place about the fees shelters currently charge for puppy adoption. Several Board members commented on the higher fees charged by similar shelters and the possibility of raising this fee.

Upcoming Fee Related Dates:

- 2-12-20 - Board Members Receive Current Fee Packet
- 3-25-20 - Proposal Discussion at Board Meeting
- 4-20-2020 to 5-10-2020 - Public Comment Period
- 5-27-20 - Public Comments Heard at Board Meeting
- 7-22-20 - Manager Final Recommendation at Board Meeting
- 8-2020 - City Council Briefing
- 10-1-2020 - New Fees Effective

Other Business
Lindsay brought to the board the idea of targeted adoption promotions such as buy one get one free, or two for one pricing on all black cats as an example.

Board Rules of Procedure were reviewed, and annual adoption of these rules took place at this meeting.

Meeting Adjourned at 6:58pm
Next Meeting:
March 25th, 2019 at Forest Park Administration Building
Respectfully submitted,

Emily Young, Administrative Coordinator

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CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET

TITLE: **Mayor's 2021 Budget Update**	☐ **Adoption** ☐ **Recommendation** ☒ **Discussion** ☐ **Information** ☐ **Other**	**Staff** **C. Franklin** **Phone** **425-257-6013** **Date** **July 22, 2020**

DESCRIPTION SUMMARY:

Mayor Franklin will provide an overview of the 2021 budget process and ask Board members for targeted feedback about priorities.

RECOMMENDATION

Information and discussion.

CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET

TITLE: **Animal Services Update**	☐ **Adoption** ☐ **Recommendation** ☒ **Discussion** ☒ **Information** ☐ **Other**	**Staff** **G. Frederiksen** **Phone** **425-257-6013** **Date** **July 22, 2020**

DESCRIPTION SUMMARY:

Staff will present an overview of Animal Services' operational changes as a result of COVID-19 and plans for the next reopening phases and beyond. Board members will be asked for their feedback, including any potential concerns and suggestions.

RECOMMENDATION

Information and discussion.

CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET

TITLE: **Proposed Fee Revisions**	☐ **Adoption** ☐ **Recommendation** ☒ **Discussion** ☐ **Information** ☐ **Other**	**Staff** **G. Frederiksen** **Phone** **425-257-6013** **Date** **July 22, 2020**

DESCRIPTION SUMMARY:

The Board is asked to review the enclosed service fees and proposed revisions for 2021. Staff will present an overview of the proposal and timeline; input will be requested from Board members.

RECOMMENDATION

Information and discussion only.

LICENSING FEES

Pet licenses for cats and dogs

Fee Item	Previous (Revised in 2011)	Current (Last revised 2016)	Proposed Change	Comments	Final
Altered Cat/Dog	$20	$25			
Altered Cat/Dog M/C	$10	$15	$25	Eliminate discount for microchipped pets	
Sr Altered Cat/Dog	$15	$20			
Sr. Altered Cat/Dog M/C	$7.50	$12.50	$15		
Unaltered Cat/Dog	$40	$50	$60		
Service Dog	$10	No charge			
Late Charge: 31-60 days	$10	$10			
Late Charge: 61-90 days	n/a	$20			
Late Charge: 91-135 days	n/a	$35			
Late Charge: 136-365 days	n/a	$45			
Late Charge: 1 yr+	n/a	$50 + license fee(s) for any year(s) pet			
Replacement Tag	Unknown	$10			

OWNER SURRENDER, EUTHANASIA & CREMATION FEES					
This category includes surrender fees to relinquish a pet for adoption, euthanasia and cremation fees. In consideration of the animal's welfare, surrender and euthanasia fees are waived or reduced if the owner is unable to pay.					
Fee Item	Previous (Revised in 2011)	Current (Last revised 2016)	Proposed Change	Comments	Final
Owner Surrender Cat/Dog/Litter	$25	$45	$100	Note: surrender fees collected for contracted cities for 2021 are $220, $25 in unincorporated Snohomish County.	
Owner Surrender Rabbit, Guinea Pig, Ferret	N/A	$20			
Owner Surrender Small Mammal/Bird	N/A	$5			
Owner Surrender Parrot, Other Exotic	N/A	$30		Includes exotics such as snakes, turtles/tortoises, lizards.	
Euthanasia < 2 lbs	$25	$25			
Euthanasia (Cat)	$45	$85		Includes non-private cremation	
Euthanasia (Dog)	$75	$115		Includes non-private cremation	
Non-private Cremation	$25	$40 (rev 2019)		DOA animals	
Private Cremation	$100	$200 (rev 2019)		For DOA animal or in addition to euthanasia fee	

IMPOUND FEES					
Impound fees are paid by owners reclaiming stray pets found in the City of Everett. The impound fee is charged per animal, and boarding and triage fees may also apply.					
Fee Item	Previous (Revised in 2011)	Current (Last revised 2016)	Proposed Change	Comments	Final
Impound Dog/Cat (not wearing current license)	$25.00	$100.00		Includes a free microchip. Note: impound fees collected for contracted jurisdictions for 2021 are $195-220.	
Impound Dog/Cat (wearing current license)	$25.00	$50.00		Benefit (and incentive) for licensed pets. (Standard fee increase applies to subsequent impounds)	
Impound, Other Small Companion Animal	$5.00	$25.00			
Impound Large Exotic (legal)	$50.00	$50.00			
Impound Exotic or Wild Animal (illegal)	$50.00	$200 + $50/day or incurred costs		Animals prohibited under EMC. $50/day boarding if can be housed at EAS -OR- actual cost of offsite boarding.	
Impound Fowl	N/A	$25.00			
Impound Livestock (housed at EAS)	$50.00	$50.00			
Impound Large Livestock (boarded offsite)	$100.00	$125 plus incurred costs		For animals boarded offsite, e.g. horses or cattle. The fee factors in additional staff time required.	
Subsequent Impound Fee Increases	2nd: $50; 3rd: $100; 4th+: $150	$50 added to previous impound's		Fee increases by $50 each subsequent impound, e.g. 1st impound: $100, 2nd: $150, 3rd: $200.	
Intake Triage	$15 vaccine + $25 impound fee	$50.00		Triage includes health assessment, vaccines (rabies, FVRCP or DA2PP+Bordetella), deworming, flea treatment	
Boarding	$15/day	$20/day		Charged start accruing the fourth day at the shelter.	

ANIMAL CONTROL FEES					
Includes kennel and animal facility permits, Dangerous Dog registration, apprehension/transportation fees					
Fee Item	Previous (Revised in 2011)	Current (Last revised 2016)	Proposed Change	Comments	Final
Hobby Kennel or Cattery License	$50	Waive fee with EAS adoption		For households having 3-6 spayed/neutered cats/dogs. Waive first year's hobby license with EAS adoption.	
Private Facility License	$75	$75		Households with 2-8 dogs/cats, including unaltered.	
Small Livestock Facility License	$25	$25		Households with 6 or more small livestock, e.g. chickens, caged fur-bearing animals	
Large Livestock Facility License	$75	$75			
Commercial Facility License	$100	$250 (rev 2019)		E.g. pet stores, commercial kennels, grooming salons.	
Dangerous Dog Registration	$100	$500 (rev 2019)			
Owner Surrender Pick-Up Request	$25 (rev 2005)	$50 (rev 2019)		Fee for transport only; additional surrender fees apply	
Stray Animal Apprehension	$50; $75; $100	$60; $90; $120 (rev 2019)		Charged to owners of animals impounded by an animal control officer; first, second, third impounds	
Stray Animal Transportation	$25	$30 (rev 2019)			

VETERINARY FEES

This category include fees for spaying and neutering, microchip implantation and lab work. New fee items have been proposed for certain instances when animals are returned to their owners after having received specific veterinary care.

Fee Item	Previous (Revised in 2011)	Current (Last revised 2016)	Proposed Change	Comments	Final
Microchip	$40.00	$40.00		Available to all qualifying pet owners	
Dog, Testing/Labwork	$25.00	$60.00			
Cat, Testing/Labwork	$15.00	$20-$80		Varies on labwork type	
Veterinary Exam	$20.00	$35.00		Staffing costs for a veterinarian & technician based on a 15-minute exam. Charged when an exam is required at intake.	
Cat Neuter	$35.00	$35.00	$50.00		
Cat Spay	$50.00	$50.00	$70.00		
Dog Neuter (Small)	$70.00	$70.00	$95.00		
Dog Neuter (Large)	$80.00	$80.00	$125.00		
Dog Spay (Small)	$80.00	$80.00	$120.00		
Dog Spay (Large)	$100.00	$100.00	$140.00		
Rabbit Neuter		N/A	$70.00		
Rabbit Spay		N/A	$80.00		
Difficult Surgery Fee		N/A	$15 - $75	E.g. in heat, pregnant, obese, cryptorchid	
Hernia Repair		N/A	$35.00	Repaired at time of spay/neuter	

VETERINARY FEES - CONTINUED

This category include fees for spaying and neutering, microchip implantation and lab work. New fee items have been proposed for certain instances when animals are returned to their owners after having received specific veterinary care.

Fee Item	Previous (Revised in 2011)	Current (Last revised 2016)	Proposed Change	Comments	Final
Vaccination	$15.00	$15.00			
Flea Treatment		N/A	$10.00		
Deworming		N/A	$5 - $25	Fee varies on size of animal and medication used.	
Earmite Treatment		N/A	$10.00		
Nail Trim		N/A	$5.00		
Antibiotics		N/A	$10 - $15		
Pain Medication		N/A	$10 - $15		
Carboard Carrier		N/A	$5.00		
E - Collar		N/A	$5 - $10		
Dental		N/A	$75 - $400	Fee depends on procedure length and complexity, e.g. routine cleaning vs. multiple extractions	
General Surgery		N/A	$75 - $1500	Fee depends on surgery time and complexity, e.g. wound repair, amputations, foreign body removal.	
Radiographs		N/A	$50 - $200	Fee depends on number of views, radiology consult, etc.	
Treatment/Medication/ Other Procedure		N/A	$3 - $75	Per occurence; fee depends on type and complexity, e.g. oral meds vs. medicated baths vs.extensive wound cleaning	

ADOPTION FEES

Variable adoption fees take cost recovery into account while acting in the animals' best interests. They are comparable to fees at other animal agencies. Adoption fees are adjusted for special promotions or events, shelter space constraints, and for harder to place animals.

Fee Item	Previous (Revised in 2011)	Current (Last revised 2016)	Proposed Change	Comments	Final
Adoption Dog	$75 - $300	$75 - $350 (usually $150)	Canine Adoption Fee Range: $75 - $450	Standard Adult Dog: $175-250 Standard Puppy <6 mos: $375 Special Needs Canine: $75 *(medical, behavioral, geriatric)*	
Adoption Puppy < 6 mos	$140 - $300	$350			
Adoption Cat	$75 - $100	$25 - $150 (usually $25-$50)	Feline Adoption Fee Range: $25 - $250	Standard Adult Cat: $25 - $75 Standard Kitten <6 mos: $175 Special Needs Feline: $25 *(medical, behavioral, geriatric)*	
Adoption Kitten < 6 mos	$115.00	$125			
Adoption Two Cats Same Day	$37.50 - $50.00	$50 - $75	$50 - $100		
Adoption Two Kittens Same Day	$120.00	$200	$250 - $300		
Adoption Cat/Dog Senior Citizen > 65 yrs	$75 - $125	50% discount for adult cats/dogs			
Adoption Rabbit	$75 - $125	$35		Includes spay/neuter	
Adoption Small Animal/Bird	Unknown	$3 - $200		Fees set based on species, age, etc. Species range from small mammals to large exotic birds.	

CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET

TITLE: **Municipal Code Update**	☐ **Adoption** ☐ **Recommendation** ☒ **Discussion** ☒ **Information** ☐ **Other**	**Staff** **G. Frederiksen** **Phone** **425-257-6013** **Date** **July 22, 2020**

DESCRIPTION SUMMARY:

Revisions are being drafted to make the Everett Municipal Code consistent with Washington State law in several areas:

- Senate Bill 6300 updated and strengthened animal cruelty and dangerous dog statutes. This bill took effect June 11th.
- The service animal definition in the statute was changed last year to exclude comfort or emotional support animals not trained to perform tasks for a person with a disability, and it eliminates animals other than dogs and miniature horses. It is also now a civil infraction in the RCW to misrepresent an animal as a service animal.
- When there is probable cause to impound an animal due to neglect or abuse, RCW 16.52.085 provides a process for animal control agencies to assume ownership of the animal after 15 business days unless the owner 1) posts a bond to cover the cost of the animal's care, or 2) petitions the court for the animal's immediate return. If due to a prior cruelty conviction a court had previously prohibited the owner from owning animals, the agency may assume ownership immediately.

Staff will present an overview of proposed code revisions to Everett Municipal Code.

RECOMMENDATION

Information and discussion only.