

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

Wednesday, July 28, 2021

5:30 – 7:00 P.M.

Virtual Microsoft Teams meeting: 1-425-616-3920, Conference ID: 977 427 109#

**Roll call**

**Approval of minutes: May 24, 2021**

**Adoption of meeting agenda**

**Animal Services Manager report**

**Assistant Parks Director report**

**Member reports**

**Council Liaison report**

**Public comment**

**INFORMATIONAL BRIEFINGS & DISCUSSION ITEMS:**

Performance measures

Human Animal Support Services

Veterinary Services update

Glynis Frederiksen

Glynis Frederiksen

Glynis Frederiksen

**New business**

**Adjourn**

**Next Meeting**

Wednesday, September 22, 2021

Virtual meeting on Microsoft Teams (TBD)

**MISSION STATEMENT:**

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

## 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 November 18, 2020 from 5:30 – 7:00 p.m. is:**

**[+1 425-616-3920](tel:+14256163920) United States, Seattle (Toll)**

**Conference ID: [926 741 315#](#)**

### **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.
- 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.

DRAFT

CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD MEETING  
Wednesday, May 26<sup>th</sup>, 2021  
5:30 – 7:00 P.M.  
Virtual Microsoft Teams Meeting

The meeting was called to order at 5:30pm

**Shelter Advisory Board Members Present:** Lindsay Ellsworth, Sarah Hartwell, Kara Langus, Jennifer Ward, Jennifer St. Mary, Tegan Hampton, Neeley Stratton, Caolan O'Domhnaill

**Board Members Not Present:** Nathan Shelby

**Staff Present:** Kimberly Shelton, Assistant Park Director; Glynis Frederiksen, Animal Services Manager; David Green, Park Ranger & Animal Control Supervisor; Susan Shephard, Animal Services Accounting Assistant

**Council Liaison:**

Scott Bader

**Guests and Members of the Public:**

Khloe Martinez, Youth Advisory Board member

**Review and Acceptance of Minutes:**

Motion was made to accept the minutes from March 24<sup>th</sup>, 2021.

**Acceptance of Meeting Agenda:**

A motion was made to accept the agenda.

**Animal Services Manager Report:**

Glynis Frederiksen reported on the following items:

- Staffing - Two student day laborers were hired recently, and positions will be opening soon for seasonal day laborers.
- The new x-ray machine has been installed and is operational. Staff is pleased with the performance.
- The exterior lighting project has been completed.
- The State pet store bill passed with some amendments. Work will be done to update regulations at the city level.
- EAS received a \$30,000 grant from Petco Love Foundation. The grant is unrestricted.
- Staff is participating in an online training called Fear Free Shelters. The training includes information and techniques for reducing stress in shelter animals, leading to a safer work environment.
- The City is still under COVID restrictions. Although the Department of Labor and Industry recently came out with regulations allowing verified vaccinated employees to work without a mask, the City decided to continue requiring masks for all employees until July when it is expected that masks will no longer be required for any staff.
- Currently, there are two teams of staff with each team working 5 hours on Wednesdays at the shelter and 5 hours remotely. In two weeks, the entire animal shelter staff will be working full time at the shelter with no remote work. There are plans to have the shelter open to the public from 2:00 to 5:00 beginning sometime in July.

**Assistant Parks Director Report:**

Kimberly Shelton reported on the following items:

- Lindsay Roe, Fundraiser Coordinator for the Fund for the Animals, gave birth to a baby boy about 2 weeks ago. She will be on maternity leave for a couple of months and return part time in August, then full time in September.
- Contributions to the Fund for the Animals have totaled almost \$100,000 so far this year. If the \$30,000 grant was excluded from this total, it would be comparable to last year's total at the end of April.
- The Parks department is excited to be bringing back events that were previously canceled due to COVID.
  - Sorticulture will be held in the downtown area from June 11 – 13.
  - The July 4<sup>th</sup> celebration is planned to take place at Legion Park and will be similar to the 2019 event.
  - Jetty Island Days will be open July 5<sup>th</sup> – Labor Day, Wednesdays through Sundays. There will be a new \$3 fee and a reservation system for the ferry to Jetty Island.

### **Member Reports:**

- No Member Reports

### **Council Liaison Report:**

Scott Bader, Council Liaison

- CDC and our Governor surprised council when plans for a quick reopening from COVID restrictions were announced.
- Budget discussions continue. There has been no discussion of major changes to the animal shelter budget.

### **Animal Control Overview:**

David Green, Park Ranger & Animal Control Supervisor provided an overview of the City of Everett Animal Control.

- David supervises four Park Rangers and three Animal Control Officers.
- The Animal Control Officers (ACOs) provide services seven days a week. Their duties include,
  - Cleaning kennels and shelter areas
  - Handling the more difficult and sick animals
  - Responding to calls, emails, online reports, and face-to-face interactions by priority
  - Assessing animals and living conditions
  - Inspecting properties or animals for compliance in hoarding or potentially dangerous dog situations
  - Responding to reports of animals left in hot cars during the summer.
- In 2020, ACOs responded to 1,059 cases ranging from reports of hoarding, animal cruelty, dog bites and fights to the more mundane complaints of noise or leash law violations.
- The ACOs operate with very limited resources. The newest ACO was hired in March of 2020 and was unable to attend the Academy due to the COVID restrictions. Although she continues to train with the other ACOs, she is limited in her duties until she completes the Academy. That leaves only two ACOs to respond to calls. They spend significant time helping in the shelter and often fill in for absent staff which is not typical in this industry.
- ACOs are also called out to respond to emergencies after hours.
- Wildlife calls are typically referred to the Fish & Wildlife Department although ACOs will pick up deceased wildlife. ACOs often assist callers with information regarding wildlife nuisance. ACO Neil Deruyter is currently creating a resource for the public that provides information on how to push coyotes out of neighborhoods.

- 2021 cases have increased over last year at this time. There is speculation that this is due to more people being home during COVID.

### **Budget Update and Performance Measures**

Glynis Frederiksen commented on the EAS Performance Measures report that provides a comparison of 2018, 2019, 2020 and 2021 with year to date numbers as of April 30<sup>th</sup> as well as the calendar year comparisons for 2018 through 2020. She intends to provide this report to the Board on a quarterly basis.

- There was a dramatic decrease in 2021 intakes due to COVID.
- The live release rate has increased. This may be a result of the procedures followed during COVID requiring appointments before surrendering a pet. This allows staff to counsel owners providing other options for hard to place animals.
- Spay/neuter surgeries have declined due to fewer intakes. Accommodating these surgeries for other agencies has helped to bring that number back up.
- Volunteer hours have greatly decreased due to COVID restrictions.
- Number of animal control cases is up presumably due to more people being home during COVID.
- Number of pet licenses issued has decreased following the decrease in adoptions.
  - There was a board member comment that perhaps owners would comply with licensing requirements if the process was easier.
  - There also needs to be an increase in outreach to inform publics of the benefits of licensing.
  - Glynis responded that there are plans to reach out to County for a possible joint information campaign. Prior to 2015, City of Everett pet owners licensed their pet through Snohomish County. The current City of Everett licensing program benefits the shelter with additional revenue.
- Finance reporting includes fund 026 for Animal Services and Fund 151 for the charitable fund.
  - Revenue for Fund 026 took a big hit in 2020 due to COVID while expenses remained high. Ninety percent of the expenses are fixed labor costs. Overtime and seasonal day labor expenses were cut back to diminish labor costs.
  - Fund 151 expenses have increased. Some of this is due to extra supplies purchased to respond to COVID.
- New revenue ideas are being considered, including an event offering low cost vaccines, and increasing puppy adoptions.
  - Jennifer Ward is associated with Save-a-Mutt and works closely with the shelter. She mentioned that there will be a large increase in puppies available that may be transferred to the shelter for adoption. She would also like to share some ideas with shelter staff to help streamline kitten adoptions.
  - There was a question about the long-term plan for Fund 151 as it continues to grow. Will there be a certain threshold after which the fund can be used for something like more staffing? Would a large fund balance be in danger of going to other city budget needs if the shelter wasn't using it?
    - Glynis responded that Fund 151 is restricted to use for the animals. Budget for Fund 026 is determined by the city Finance Department as part of the entire budget for the City of Everett.
    - Kimberly noted that she was thankful that the council and administration had not made any cuts to the Animal Shelter budget during COVID.
    - Board members commented on the possibility of pandemic adopted animals being returned to the shelter as people return to work. Some of these animals may have behavior issues from under socialization.

- Khloe Martinez is a senior at Everett High School and is at this meeting representing the Youth Advisory Board.
- Nichole Webber, executive assistant to Mayor Franklin, acts as the advisor for The Youth Advisory Board. All other members are youths.
- The Board focuses on individual topics of interest for several meetings and sometimes becomes involved in planning events and attending other city advisory board meetings.
- Khloe offered that the Shelter Advisory Board may contact the Youth Advisory Board if they are interested in the opinions of youth as related to an animal issue or event. The Youth Advisory Board may also be interested in helping with other Animal Shelter projects at some time.

**New Business**

There was no new business.

Meeting Adjourned at 6:35pm

**Next Meeting:**

July 28, 2021 Virtual Microsoft Teams

Respectfully submitted,

Susan Shephard, Accounting Assistant  
Everett Animal Services

DRAFT

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

<b>TITLE:</b> Performance measures	<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>July 28, 2021</b>
	<input checked="" type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

Staff will present information about the EAS year-to-date performance measures. Board members will be asked to share their observations and thoughts.






**RECOMMENDATION**



Information and discussion only.







# EAS PERFORMANCE MEASURES

## YEAR TO DATE: JUNE 30, 2021

ANIMAL SHELTER			2018	2019	2020	2021
	Total live animal intake <i>(all species/intake type)</i>	Jan 1-Jun 30	2347	2396	1635	1584
		CY	5368	5408	3415	--
	Average daily shelter population <i>(all animal types)</i>	Jan 1-Jun 30	142	147	98	90
		CY	189	182	96	--
	Live release rate <i>(dogs/cats: live out/total out)</i>	Jan 1-Jun 30	92.0%	89.5%	91.1%	91.5%
		CY	90.0%	89.6%	91.8%	--
	Number of spay/neuter surgeries performed	Jan 1-Jun 30	717	772	598	710
		CY	1898	1922	1323	--
	Number of volunteer hours <i>(excluding foster hours)</i>	Jan 1-Jun 30	--	--	5101	2576
		CY	18,927	18,657	7548	--

ANIMAL CONTROL & LICENSING			2018	2019	2020	2021
	Number of animal control cases	Jan 1-Jun 30	497	484	433	471
		CY	986	938	885	--
	Number of pet licenses issued	Jan 1-Jun 30	1994	1816	1157	1387
		CY	4035	3708	3002	--

FINANCE			\$2018	2019	2020	2021
	Fund 026 Expenses	Jan 1-Jun 30	\$693,083	\$698,599	\$751,750	\$756,482
		CY	\$1,445,919	\$1,538,399	\$1,579,498	--
	Fund 026 Revenue	Jan 1-Jun 30	\$405,713	\$446,613	\$337,937	\$316,193
		CY	\$964,023	\$1,139,118	\$699,688	--
	Fund 151 Expenses	Jan 1-Jun 30	\$52,959	\$66,399	\$52,350	\$59,852
		CY	\$128,166	\$135,016	\$110,361	--
	Charitable support to the 'Fund for Animals' (151)	Jan 1-Jun 30	\$35,176	\$46,693	\$105,130	\$131,956
		CY	\$139,610	\$109,274	\$239,855	--

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

<b>TITLE:</b> Human Animal Support Services	<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>July 28, 2021</b>
	<input checked="" type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

Staff will share information about programs in place in other areas of the country to help keep animals out of the shelter system. Board members will be asked to share their observations and thoughts about potential opportunities for local programs.

**RECOMMENDATION**

Information and discussion only.

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

<b>TITLE:</b> Veterinary services update	<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>July 28, 2021</b>
	<input checked="" type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

Staff will provide an update on EAS veterinary services.

**RECOMMENDATION**

Information and discussion only.