

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

Wednesday, September 22, 2021  
5:30 – 7:00 P.M.

Virtual Microsoft Teams meeting: 1-425-616-3920, Conference ID: **917 284 541#**

**Roll call**

**Approval of minutes: July 28, 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

Veterinary Services update

Advisory Board role and frequency

Glynis Frederiksen

Glynis Frederiksen

Glynis Frederiksen

**New business**

**Adjourn**

**Next Meeting**

Wednesday, November 24, 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: 917 284 541#**

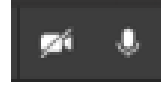
### Meeting Conduct

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  
July 28<sup>th</sup>, 2021  
5:30 – 7:00 P.M.  
Virtual Microsoft Teams Meeting

The meeting was called to order at 5:35P.M

**Shelter Advisory Board Members Present:**

Nathan Shelby, Lindsay Ellsworth, Jennifer Ward, Sarah Hartwell, Jennifer St. Mary, Kara Langus, Neeley Stratton

**Board Members Not Present:**

Caolan O'Domhnaill, Tegan Hampton

**Staff Present:** Kimberly Shelton, Assistant Parks Director, Glynis Frederiksen, Animal Services Manager, Emily Young, Parks Administrative Coordinator

**Council Liaison:**

Scott Bader

**Acceptance of Meeting Agenda:** A motion was made to accept the agenda for July 28<sup>th</sup>, 2021. Motion/Second/Approved (m/s/a) unanimously to accept the agenda.

**Review and Acceptance of Minutes:**

Motion was made to accept the minutes from May 26<sup>th</sup>, 2021.

Motion/Second/Approved (m/s/a) unanimously to accept the previous minutes.

**Shelter Manager Report: Glynis Frederiksen**

Glynis shared that the recently filled Animal Care and Customer Service position will need to be refilled as the previous individual in the position did not work out. Glynis also shared that the high school intern position has been a great help to the shelter this summer. It was discussed that seasonal positions have been hard to fill as applicants are not returning call backs or responding to inquiries of hire.

Current COVID-19 related mask guidance advises that staff do not need to wear a mask if they are vaccinated. However, things are rapidly changing and may change in the future. The low touch credit card machine will be implemented soon which will reduce touchpoints. Glynis expressed that the Shelter is glad to have brought back the veterinary services volunteers. Shelter team members have worked hard to publish the Coyote hazing webpage which is now functional. The shelter was pleased to participate in the "Bark in the Park" event at the Aquasox stadium yesterday. Glynis is hopeful that the Shelter will be able to replace one broken washing machine by the end of the year if the budget allows.

**Assistant Park Director Report: Kimberly Shelton**

Kimberly shared that both Sorticulture and Fourth of July events went well. Jetty Island Days are also up and running. Reservations for the Jetty Island ferry can be made online for service Wednesday-Sunday. Forest Park will host the Nubian Jam this coming weekend. Nubian Jam is an annual cultural event for all to enjoy.

**Public Comment:**

None

**Council Liaison Report: Scott Bader**

Council Liaison Scott Bader touched on the anticipated American Recovery Funds and discussed that these funds will be targeted for community use rather than City use. He also explained a recent Code Enforcement/Animal Control incident in which both departments have tried to assist with an animal feces complaint but that this complainant continues to submit requests. He commented that both departments try to identify if there is a compliance issue that warrants a response.

**Performance Measures**

A review of a visual presentation of facts and figures was shared with the Board members. Glynis shared that the live release rate is still high, and the live animal intake is below that of last year. It was discussed that the Shelter has done many public surgeries, so surgeries numbers are up. Animal controls calls are up which is believed to be due to hot animal concerns in the recent heat. Glynis gave the Board a review of the fund levels in both fund 026 and fund 051. She shared that expenses and donations are going well and that the recent \$30,000 grant has been a great help. It was discussed that there may be grant opportunities for areas that serve tribal communities.

### **Human Animal Support Services**

Glynis shared several videos aimed at reframing the perception of shelter work. Specifically, there is a nationwide discussion centered around facilitating services in the communities where animals and owners live prior to the need for animals to come to an animal shelter. As Shelters became empty in the past year due to COVID-19 and the increased interest in animal fostering, this time was utilized to reimagine animal welfare. Human Animal Support Services (HASS) aims to redirect the shelter industry from inward facing to outward facing by offering animal services to the community before animals need to become institutionalized. This project also affords the equity that all people deserve to be able to keep their own pet. HASS can also assist people in rehoming their pet. Pets for Life is another program which considers the human aspect of pets. Pets for Life focuses on affording pet owners the resources to provide the best care to their pets. This is a proactive program to engage in the animal's life so that they do not get to the point of a shelter surrender. It was discussed that Housing Hope has an interest in working with the EAS with supplying pet owners with resources. It was noted that while the EAS does not accept expired food, this resource may be well received by pet owners in need. Food banks were also discussed as possible resource distribution points.

### **Veterinary Services Update**

Currently, one seasonal Veterinary Technician has been hired for a non-permanent duration. The Community Cat Coalition typically brings up to 10 cats to the Shelter each week for spay/neuter services. There is also a Local rabbit group that has over 200 rabbits awaiting spay/neuter services. Due to a high number of pet adoptions during the last year, many Veterinarians are overwhelmed and are not accepting new clients. As a result, rescue groups are having trouble finding available services. Due to an increase in local Parvo cases, the Everett Animal Shelter will be hosting a public vaccination clinic in August. Parvo vaccines will be \$15 per vaccine if the owners meet certain income restrictions. Offering "one and done" services to allow people to keep their pets rather than surrendering them is a current consideration at EAS. The demand for services needs to be met but should not be over provided as to not compete with other service providers. Glynis estimated that adding .2 FTE would bring in about \$100,000 in revenue, which is \$60,000 net to the Shelter.

### **Meeting Adjourned at 6:21pm**

### **Next Meeting: September 22<sup>nd</sup>, 2021**

Respectfully submitted,  
Emily Young  
City of Everett Parks and Facilities  
Administrative Coordinator

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

<b>TITLE:</b> Performance measures	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion  <input checked="" 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>September 22,</b> <b>2021</b>
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**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.

**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>September 22, 2021</b>
	<input checked="" type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

Staff will present the latest updates to EAS veterinary services and discuss the possibility for future growth.

**RECOMMENDATION**

Information and discussion only.

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

<b>TITLE:</b> Advisory Board role and frequency	<input type="checkbox"/> Adoption	<b>Staff</b>	<b>G. Frederiksen</b>
	<input type="checkbox"/> Recommendation	<b>Phone</b>	<b>425-257-6013</b>
	<input checked="" type="checkbox"/> Discussion	<b>Date</b>	<b>September 22, 2021</b>
	<input type="checkbox"/> Information		
	<input type="checkbox"/> Other		

**DESCRIPTION SUMMARY:**

City administration staff are evaluating the current structures and roles of advisory boards and commissions. The Animal Shelter Advisory Board historically has provided in-depth review of animal shelter fees and ordinances and input on all aspects of animal services. City charter and municipal code references are included.

Board members will be asked to share their observations and thoughts on the Board's role and meeting frequency.

**RECOMMENDATION**

Discussion only.



## **ARTICLE V. BOARDS AND COMMISSIONS**

### **Sec. 5.1. Boards, Advisory Only.**

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Unless otherwise provided in this charter, or by state law, all boards, commissions, committees or other such bodies (herein referred to as "Boards") shall be advisory only, and shall be for the purpose of assisting the mayor or council in the performance of their duties.

### **Sec. 5.2. Advisory Boards — Establishment.**

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The council may, by ordinance, establish or dissolve advisory boards, with such advisory functions and number of members as it may determine. Where any such board consists of persons serving as representatives of neighborhood organizations, duly elected as such pursuant to ordinances enacted from time to time regulating the recognition of such organizations and the qualifications, election, and term of office of representatives, the names of newly elected representatives shall be presented by the mayor to the council for approval. As to all other advisory boards, the members of such boards shall be appointed and removed by the mayor with the approval of the council. The terms of the members shall be as set by ordinance, for a maximum of six years. No person serving continuously on a board for a period in excess of six (6) years shall be eligible to reappointment to such board until he has been off such board for at least one (1) year. No elected official of the city or appointed city officer shall be eligible for appointment to serve on advisory boards or commissions. (Ord. 2924-06 § 9, 2006: amended 11-5-96)

### **Sec. 5.3. Advisory Boards — Civil Service Commission and Library Board Excluded.**

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This article shall not be construed to apply to the Civil Service Commission or to the Library Board.

### **Sec. 5.4. Planning Commission.**

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There shall be a Planning Commission which shall be an advisory board pursuant to this article. It shall be the duty of such commission to make recommendations to the council, mayor and other city departments on the city's broad planning goals and policies and on such plans for the development of the city as its present and future needs may require. The commission shall also advise and make recommendations to the council, mayor and other city departments in connection with matters relating to the city's physical development and redevelopment as may be directed by ordinance.

### **Sec. 5.5. Board of Adjustment.**

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*Repealed by Ord. 2924-06.*

### **Sec. 5.6. Board of Park Commissioners.**

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There shall be a Board of Park Commissioners, which shall be an advisory board, and the function of which shall be to act in an advisory capacity to the mayor, city council, Department of Parks and Recreation and other city departments in respect to park and recreation matters.

### **Sec. 5.7. Advisory Boards — Compensation.**

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No compensation will be paid to members of advisory boards, except as provided by ordinance.

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**The Everett Municipal Code is current through Ordinance  
3479-16, passed March 1, 2016.**

Disclaimer: The City Clerk's Office has the official version of the  
Everett Municipal Code. Users should contact the City Clerk's  
Office for ordinances passed subsequent to the ordinance cited  
above.

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**Chapter 2.99**  
**ANIMAL SHELTER ADVISORY COMMITTEE**

Sections:

2.99.010 Created.

2.99.020 Appointment of members.

2.99.030 Duties.

**2.99.010 Created.**

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There is created an animal shelter advisory board consisting of seven members. (Ord. 1091-85 § 1, 1985; Ord. 609-79 § 1, 1979; Ord. 539-78 § 1, 1978)

**2.99.020 Appointment of members.**

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Members of the animal shelter board shall be appointed by the mayor for terms as provided in Section 5.2 of the City Charter. (Ord. 539-78 § 2, 1978)

**2.99.030 Duties.**

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The animal shelter advisory committee shall function in an advisory capacity to the personnel of the animal shelter, the police department and city administrative staff on issues concerning animal control within the city and the operation of the animal shelter. (Ord. 539-78 § 3, 1978)

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**The Everett Municipal Code is current through Ordinance 3479-16, passed March 1, 2016.**

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