

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

Wednesday, September 23, 2020
5:30 – 7:00 P.M.

Virtual Microsoft Teams meeting: 1-425-616-3920, Conference ID: 210 442 968#

Roll call

Public comments: Animal Services fee revisions

Approval of minutes: July 22, 2020

Adoption of meeting agenda

Animal Services Manager report

Assistant Parks Director report

Member reports

Council Liaison report

ACTION ITEMS:

Animal Services fee revisions

Glynis Frederiksen

DISCUSSION ITEMS:

Animal Services priorities

Glynis Frederiksen

New business

Adjourn

Next Meeting

Wednesday, November 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.

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](tel:+14256163920) United States, Seattle (Toll)

Conference ID: 210 442 968#

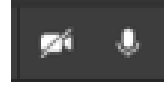
Meeting Conduct

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, July 22nd, 2020
5:30 – 7:00 P.M.
Virtual Microsoft Teams Meeting

The meeting was called to order at 5:37pm

Shelter Advisory Board Members Present: Nathan Shelby, Lindsay Ellsworth, Jennifer Ward, Sarah Hartwell, Kara Langus

Board Members Not Present:

Staff Present: Kimberly Shelton, Assistant Park Director; Glynis Frederiksen, Animal Services Manager; Cassie Franklin, Mayor; Lori Cummings, Executive Director; Susan Shephard, Animal Services Accounting Assistant

Council Liaison:

Scott Bader

Acceptance of Meeting Agenda: A motion was made to accept the agenda. Motion/Second/Approved (m/s/a) unanimously to accept the agenda.

Review and Acceptance of Minutes:

Motion was made to accept the minutes from January 22, 2020. Motion/Second/Approved (m/s/a) unanimously to accept the agenda as amended.

Animal Services Manager Report:

Glynis Frederiksen's will report later in the meeting as part of the Animal Services Update Discussion Item.

Assistant Parks Director Report:

Kimberly Shelton reported on the following items:

- Fundraising efforts for 2020 are focused on organizing data for tracking purposes, to see what donors are responding to, and to follow up and acknowledge donors.
- Branding is being emphasized.
- The online giving platform currently being used is a challenge. Efforts are underway to improve the online giving experience for the donors and make data more accessible to staff.
- COVID in general has been a hardship but it has afforded some grant opportunities.
- Donation revenue so far this year is about \$110,000 with an annual goal of \$120,000. There has been another \$5,000 of giving related to a current news story of an abused dog that is not part of that total.

Member Reports:

- No Member Reports

Council Liaison Report:

Council Liaison did not have a report.

Citizen Comments:

No citizens present at this meeting

Mayor's 2021 Budget Update:

Mayor Franklin has been visiting all Boards and Commissions to share how the City is working on the 2021 budget and related deficits.

Over the last couple of years, the City has been experiencing structural budget deficits due to City expenses growing at a rate exceeding tax revenue. Tough decisions have had to be made to address these deficits. At the beginning of 2020, it was anticipated that there would be an almost 13-million-dollar deficit in the General Fund. COVID19 has made this an even bigger challenge and has resulted in a projected deficit of 18 million dollars. There are many balancing items under consideration to provide savings in the General Fund for 2021. Some of the items have transpired due to COVID19 but for budget purposes may be maintained in 2021.

The Mayor is requesting input from all departments, volunteers, and citizens. COVID19 has made it impractical to hold town meetings. It is extremely important that Boards make their concerns known. Comments and suggestions need to be specific as to the least objectionable ways to decrease costs. All departments will be considered for reductions. Feedback is needed. Attend council meetings, email Mayor Franklin, email council members. Stay informed through City News Flash, City Calendar, City Council meetings, Board & Commission meetings. The Board Members are encouraged to fill out a short four-question survey that will be emailed.

The Mayor invited questions:

- Are there funding cuts planned for the shelter? *Not now, but we are still looking for ways to balance the budget. Cuts in all departments are likely. Mayor Franklin is aware that the Animal Shelter already has an extremely lean staff.*
- Are there restrictions as to what Fund 151 can be used for if we see cuts in our budget? *Currently, we use Fund 151 to fund the clinic M&O expenses for the shelter. Funds are restricted to expenses incurred for the benefit of the animals so potentially we could use this fund for veterinary or animal care labor expenses.*
- Will the Mayor consult with shelter management before making cuts? *Absolutely. Kimberly Shelton, the Assistant Park Director and Glynis Frederiksen, the Animal Services Manager will present cost cutting suggestions to the Mayor. They will work together toward cost cutting decisions. The Mayor is aware that a reduction in labor must be accompanied by a reduction in services.*

Lori Cummings requested that Board Members provide feedback in all aspects of City services not just Animal Shelter related.

Animal Services Update:

Since the last board meeting, the shelter has hired a new ACO and the State Cruelty bill passed. Glynis shared an overview of 2019 finances showing 1.1 million of operations revenue with a 74% cost recovery. When COVID19 hit, it was determined that Everett Animal Services was an essential service. Management and staff worked to reconfigure the means and manner that services are offered while maintaining safety for staff and the public. The staff was divided into two teams working four, 10-hour shifts that do not overlap. The number of volunteers was reduced. Events, trainings, and onboarding volunteers were cancelled. Many changes were made to animal handling, medical procedures, and intake procedures. Over time, we have learned more about COVID19 and have adjusted our response as able.

Initially, staff worked to reduce the shelter population due to the uncertainty of staff availability. Transfers were made to other rescue organizations; Save-a-Mutt has taken over the foster program; National animal transfer-ins have stopped; intakes are done by appointment and interview only; and counseling pet owners or finders has helped to keep the numbers down.

We are currently in Phase 2. We anticipate that we will maintain our current structure in Phase 3. We are finding that by being able to screen and make appointments, our customer service has improved.

With less visitors to the shelter and placing more animals in foster; animal behavior health has improved. Currently, we have approximately half the number of animals in the shelter that we would typically have at this time of year.

Proposed Fee Revisions:

Fees fall into six main areas (See Fee Revision Matrix)

- **Licensing.** Comments and suggestions.
 - The fee for unaltered pets was proposed to change from \$50 to \$60. Several board members felt it should be raised even higher; to \$75 or even double to \$100. The thought was that unaltered pets result in more animal control calls. If impounded, licensing is required, and pet owner would have to pay a higher fee. There was discussion as to whether a higher fee would result in less compliance for licensing overall.
 - Another suggestion was to increase license fees all the way around to increase revenue. The late fees especially. Still others commented that we do not want to penalize citizens doing the right thing by licensing.
 - Glynis mentioned that the license fee is the one fee that she does not have authority to reduce on a case by case basis.
- **Owner Surrender, Euthanasia & Cremation Fees.** Comments and suggestions
 - The proposal was for an increase in owner surrender fees to \$100 for cats and dogs. A suggestion was made to increase the surrender fee for small animals as well. Small animals end up spending more time at the shelter and are extremely expensive to feed and care for. All fees should be doubled.
 - Another suggestion was made to consider an increase to euthanasia fees. The current fees are at most half as much as local veterinary clinics.
- **Impound Fees**
 - There were no proposed increases to these fees.
- **Animal Control Fees**
 - There were no proposed increases to these fees.
- **Veterinary Fees**
 - Proposal was made to increase fees for spay and neuters. There were no comments.
- **Adoption Fees.** Comments and suggestions.
 - The proposal was for an increase to the upper limit on the adoption fee ranges.
 - A suggestion was made to increase the upper limits even higher to \$500 for puppies and \$150 for senior dogs. This is more in line with fees charged by other rescues.
 - There was also concern by some members that the shelter needs to be attentive to accessibility. High adoption fees may exclude some citizen's from being able to adopt.

Glynis asked all board members to email her with further concerns or suggestions.

Municipal Code Update

Recent changes to Washington State law include felony cruelty which does not impact the City of Everett Municipal Code. Proposed changes to the City of Everett municipal code include adding new restrictions on debarking, tail docking, and ear cropping to licensed veterinarians and will change cruelty violations from a misdemeanor to a gross misdemeanor. Other changes include revising definitions of service animals to be consistent with state law and adding a civil infraction to misrepresentation of an animal as a service animal. An additional proposed revision would adopt language in the RCW to require a bond to cover costs of animal care while it is being held for cruelty investigation. The owner would also have an ability to petition the court for the animal's return.

Meeting Adjourned at 7:00pm

Next Meeting:

September 23, 2020 Virtual Microsoft Teams
Respectfully submitted,

Susan Shephard, Accounting Assistant
Everett Animal Services

DRAFT

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

TITLE: Animal Services Fee Revisions	<input type="checkbox"/> Adoption <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	Staff Phone Date	G. Frederiksen 425-257-6013 Sept 23, 2020
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DESCRIPTION SUMMARY:

The Board is asked to discuss and recommend revised Animal Services fees effective November 1, 2020. Staff evaluated public and Board input from previous meeting and is proposing the attached fee changes.

RECOMMENDATION

Review the attached recommended fee schedule. Deliberate and recommend a final fee adjustment schedule effective November 1, 2020.

Animal Services Fee Revision 9/23/20

IMPOUND FEES				
Impound fees are to reclaim stray pets found in the City of Everett. Other fees may also apply, such as boarding and triage fees. NOTE: One per-animal fee will now be used for owner reclaims, surrenders and euthanasia requests.				
Fee Item	Last Revised	Current	Proposed	Comments
Impound Dog/Cat (not wearing current license)	2016	\$100	\$150 dogs \$100 cats	Impound fees collected for contracting jurisdictions for 2021 will be \$195 - \$220. This is set by interlocal agreement.
Impound Fowl	2016	\$25	\$30	
Impound Livestock	2016	\$50	\$75	For livestock housed at the Everett Animal Shelter
Impound Large Livestock	2016	\$125 plus incurred costs	\$150 plus incurred costs	For animals boarded offsite, e.g. horses or cattle.
OWNER SURRENDER, EUTHANASIA & CREMATION FEES				
This category includes fees to relinquish a pet for adoption or euthanasia, and cremation fees. In consideration of the animal's welfare, fees may be waived or reduced if the owner is unable to pay.				
Fee Item	Last Revised	Current	Proposed	Comments
Owner Surrender Cat/Dog/Litter	2016	\$45	\$150 Dogs \$100 Cats	Surrender fees collected for contracting cities for 2021 will be \$220; \$25 for unincorporated Snohomish County residents.
Owner Surrender Rabbit, Guinea Pig, Ferret	2016	\$20	\$45	
Owner Surrender Small Mammal/Bird	2016	\$5	\$20	
Owner Surrender Parrot, Other Exotic	2016	\$30	\$50	Includes exotics such as snakes, turtles/tortoises, lizards.
Euthanasia < 2 lbs	2011	\$25	Eliminate (use Surrender Fee)	Surrender fee is based on species.
Euthanasia (Cat)	2016	\$85	Eliminate (\$100 Surrender Fee)	Includes non-private cremation
Euthanasia (Dog)	2016	\$115	Eliminate (\$150 Surrender Fee)	Includes non-private cremation
Non-private Cremation	2019	\$40	\$45	Animal deceased on arrival
Private Cremation	2019	\$200	\$225	Animal deceased on arrival or in addition to euthanasia fee. This fee is not waived or discounted.

ADOPTION FEES

Variable adoption fees take cost recovery into account while acting in the animals' best interests. They are comparable to other shelters.
Adoption fees may be discounted for special promotions or events, shelter space constraints or harder to place animals.

Fee Item	Last Revised	Current	Proposed	Comments
Adoption Dog	2016	\$75 - \$350	\$75 - \$600	Adult dogs will generally be \$175-\$250
Adoption Puppy < 6 mos	2016	\$75 - \$350	\$75 - \$600	Puppies will generally be \$375 - \$450
Adoption Cat	2016	\$25 - \$150	\$25 - \$300	Adult cats will generally be \$25-\$100
Adoption Kitten < 6 mos	2016	\$125	\$25 - \$300	Kittens will generally be \$150 - \$175
Adoption Two Cats	2016	\$50 - \$75	\$50 - \$100	Same day adoption
Adoption Two Kittens	2016	\$200	\$250 - \$300	Same day adoption
Senior Adoption Discount	2016	50% discount	\$25 - \$50 discount	Over 65 years of age. \$25 discount - cats, \$50 discount - dogs
Adoption Rabbit	2011	\$35	\$45	

LICENSE FEES

Pet licenses for cats and dogs and facilities permits

Fee Item	Last Revised	Current	Proposed	Comments
Altered Cat/Dog	2016	\$25	\$30 on 1/1/2022	
Altered Cat/Dog M/C	2016	\$15	\$25	Eliminate discount for microchipped pets
Sr. Altered Cat/Dog M/C	2016	\$12.50	\$20	Eliminate discount for microchipped pets
Unaltered Cat/Dog	2016	\$50	\$75	
Late Charge: 31-60 days	2016	\$10	\$15	
Late Charge: 61-90 days	2016	\$20	\$25	
Late Charge: 91-135 days	2016	\$35	\$40	
Late Charge: 136-365 days	2016	\$45	\$50	
Late Charge: >1 yr	2016	\$50	\$55	Plus license fee(s) for unlicensed year(s)
Private Facility License	2011	\$75	\$100	Households with 3-8 dogs/cats, generally unaltered.
Small Livestock Facility	2011	\$25	\$50	Households with 6 or more small livestock, e.g. chickens
Large Livestock Facility	2011	\$75	\$100	

VETERINARY FEES

This category include fees for spaying and neutering, and new fee items have been added for instances when animals are returned to their owners after receiving specific veterinary care. Fee ranges are based on procedure length, supply cost and complexity.

Fee Item	Last Revised	Current	Proposed	Fee Item	Last Revised	Current	Proposed
Cat Neuter	2011	\$35	\$50	Deworming		New Fee	\$5 - \$25
Cat Spay	2011	\$50	\$70	Earmite Treatment		New Fee	\$10
Dog Neuter (Small)	2011	\$70	\$95	Nail Trim		New Fee	\$5
Dog Neuter (Large)	2011	\$80	\$125	Antibiotics		New Fee	\$10 - \$15
Dog Spay (Small)	2011	\$80	\$120	Pain Medication		New Fee	\$10 - \$15
Dog Spay (Large)	2011	\$100	\$140	Cardboard Carrier		New Fee	\$5
Rabbit Neuter		New Fee	\$70	E - Collar		New Fee	\$5 - \$10
Rabbit Spay		New Fee	\$80	Dental		New Fee	\$75 - \$400
Difficult Surgery Fee		New Fee	\$15 - \$75	General Surgery		New Fee	\$75 - \$1500
Hernia Repair		New Fee	\$35	Radiographs		New Fee	\$50 - \$200
Flea Treatment		New Fee	\$10	Treatment/Medication/ Other Procedure		New Fee	\$3 - \$75

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

TITLE: Animal Services Priorities	<input type="checkbox"/>	Adoption	Staff	G. Frederiksen
	<input type="checkbox"/>	Recommendation	Phone	425-257-6013
	<input checked="" type="checkbox"/>	Discussion	Date	Sept 23, 2020
	<input type="checkbox"/>	Information		
	<input type="checkbox"/>	Other		

DESCRIPTION SUMMARY:

The Board is asked to provide their input on future Animal Services priorities and discuss the July meeting's budget presentation by Mayor Cassie Franklin.

RECOMMENDATION

Discussion only.