

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

Wednesday, July 27, 2022  
5:30 – 7:00 P.M.

Virtual Microsoft Teams meeting: 1-425-616-3920, Conference ID: #237 627 990 963

**Roll call**

**Approval of minutes: March 23, 2022**

**Adoption of meeting agenda**

**Animal Services Manager report**

**Assistant Parks Director report**

**Member reports and introductions**

**Council Liaison report**

**Public comment**

**INFORMATIONAL BRIEFINGS & DISCUSSION ITEMS:**

First half 2022 review

ASPCA grant and veterinary services update

Glynis Frederiksen

Glynis Frederiksen

**New business**

**Adjourn**

**Next Meeting**

Wednesday, October 26, 2022  
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 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  
Wednesday, March 23<sup>th</sup>, 2022  
5:30 – 7:00 P.M.  
Virtual Microsoft Teams Meeting

The meeting was called to order at 5:32pm

**Animal Shelter Advisory Board Members Present:** Kara Langus, Lindsay Ellsworth, Nathan Shelby, Sarah Hartwell, Jennifer St. Mary, Jennifer Ward

**Board Members Not Present:** Caolan O'Domhnaill, Tegan Hampton, Leonelle Ogden.

**Staff Present:** Kimberly Moore, Assistant Park Director; Glynis Frederiksen, Animal Services Manager; Lacey Ross, Animal Services Accounting Technician; Nichole Webber, Executive Assistant – Mayor's Office.

**Council Liaison:**

Not present.

**Guests and Members of the Public:**

Not present.

**Review and Acceptance of Minutes:**

Motion was made to accept the minutes from September 22, 2021.

**Acceptance of Meeting Agenda:**

A motion was made to accept the agenda.

**Animal Services Manager Report:**

Glynis Frederiksen reported on the following items:

- Welcomed Nathan to second term as Chair of the Board.
- Announced Susan Shephard's retirement in January.
- Introduced Lacey Ross as Animal Shelter Accounting Technician, who is now taking meeting minutes.
- The Everett Animal Shelter plans to continue operating by appointment only until further notice.
- David Green, Park Ranger & Animal Control Supervisor, reverted to previous role as Park Ranger and Glynis is taking over direct supervision of Animal Control Officers.
- The Everett Animal Shelter put on an event called Feline Fix which was a hit! We were able to get over 110 cats spayed/neutered. Our volunteers were amazing. We received a grant from the Community Cat Coalition to cover costs for some who couldn't afford the fee for our Feline Fix Day.

**Assistant Parks Director Report:**

Kimberly Moore reported on the following items:

- The Fund for the Animals has raised over \$180k so far this year, largely in part due to generous estate gifts and a \$58k grant from the ASPCA to expand veterinary clinic services to partner organizations. EAS has received 2 estate gifts: one for \$61k and another for \$11k. We raised over \$15k in January in honor of the late Betty White's 100th birthday and hope this wonderful tribute becomes an annual tradition!

- Launched new online donation pages in January which greatly improve donor experience and allow us to track gifts more clearly. Due to the increase in estate gifts lately, we hope to expand our planned giving communications in 2022 and beyond to encourage more donors to think about adding EAS to their will. The first mailed newsletter of the year will be hitting mailboxes early April followed by a mailed appeal and Give Big which takes place on May 3 and 4.
- Lindsay continues to explore methods to reengage lapsed donors and new donors we acquired at the beginning of the Covid-19 pandemic.
- Park Developments: Emma Yule Park will be completed sometime in the end of April or early May along with the playground replacements for Doyle Park, and the Howarth Park updates.
- VOA reopened the Senior Center.
- Jetty Island Days will return July 5 – Sept 4, Wednesdays through Sundays. The fee is \$3 and there is a reservation system for the ferry to Jetty Island sponsored by City of Everett, Port of Everett, and Snohomish County.

### **Member Reports:**

- No Member Reports

### **Council Liaison Report:**

Nicole Webber, Executive Assistant, Mayor's Office reported on the following items:

- Currently discussing many ways to spend ARPA grant dollars. 17 million to spend. Housing is a big topic.
- Red light cameras are coming soon.

### **Action Items:**

Election of Chair and Vice Chair

Motion was made for Nathan Shelby to resume his position as Chair.

Motion was accepted.

Motion was made for Lindsay Ellsworth to resume position as Vice Chair of the Board.

Motion was accepted.

Motion made for March 23<sup>rd</sup> 2022 to be the day of signing of the Rules of Procedure.

### **ASPCA Grant and Vet Services Update:**

Glynis Frederiksen reported on the following items:

- ASPCA grant for \$58,000 was approved for another staff position and equipment to increase our vet capacity. Instead of vet tech we will hire a shelter staff that we can assign to the clinic. Revenue generated from this position should support its salary.
- The Veterinary Board of Governors recently changed laws regarding requirements for people to provide proof of low-income status to receive vet services from shelters. The original rule was onerous, but now simple attestation of income is acceptable. We can now provide veterinary services to anyone in the public considered low-income.
- We were very happy with how our Feline Fix turned out that we are hoping to move forward with more events like Feline Fix in the future.
- We are on track with our veterinary services this year to raise \$100k in revenue.

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

Glynis Frederiksen commented on the EAS Performance Measures report that provided calendar year comparisons for 2018 through 2021. 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.
- Shelter spay/neuter surgeries declined due to fewer intakes since the pandemic. Accommodating these surgeries for other agencies has helped to bring that number back up.
- We are hoping to get our volunteer hours increased now that some COVID restrictions have been lifted.
- Number of pet licenses issued has decreased following the decrease in adoptions.
- Finance reporting includes Fund 026 for Animal Services and Fund 151 for the charitable fund.
  - 026 Expenses has gone up and revenue has gone down.
  - 151 Expenses has gone up a little bit. This is where \$30,000 will come from for the benefits package for our new employee.
  - Pet licenses numbers has gone down.
  - We received the 'Better City for Pets' certification, but we did not get the \$20k grant.
  - We have received almost \$90,000 in large bequests in the past 6 months.

### **Upcoming Year**

Glynis Frederiksen reported on the following items:

- Vet Services up and running full force.
- Getting more volunteers back in the shelter.
- Petco and possibly PetSmart partnerships to help us get some animals out of the shelter
- We have been developing partnerships with different organizations such as Becks Place which provides crisis fostering. We will ultimately list various resources on our website.
- We are looking into expanding our Pet Licensing process and discussing a possible vendor.

### **New Business**

There was no new business.

Meeting Adjourned at 6:23pm

### **Next Meeting:**

July 27, 2022 Virtual Microsoft Teams  
 Respectfully submitted,  
 Lacey Ross, Accounting Technician  
 Everett Animal Services

**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 27, 2022</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, 2022

ANIMAL SHELTER			2019	2020	2021	2022
	Total live animal intake <i>(all species/intake type)</i>	Jan 1-Jun 30	2396	1635	1584	1844
		CY	5408	3415	3557	--
	Average daily shelter population <i>(all animal types)</i>	Jan 1-Jun 30	147	98	90	128
		CY	182	96	122	--
	Live release rate <i>(dogs/cats: live out/total out)</i>	Jan 1-Jun 30	89.5%	91.1%	91.5%	90.3%
		CY	89.6%	91.8%	89.5%	--
	Number of spay/neuter surgeries performed	Jan 1-Jun 30	772	598	710	1562
		CY	1922	1323	2036	--
	Number of volunteer hours <i>(excluding foster hours)</i>	Jan 1-Jun 30	--	5101	2576	3256
		CY	18,657	7548	5474	--

ANIMAL CONTROL & LICENSING			2019	2020	2021	2022
	Number of animal control cases	Jan 1-Jun 30	484	433	471	535
		CY	938	885	1025	--
	Number of pet licenses issued	Jan 1-Jun 30	1816	1157	1387	1379
		CY	3708	3002	2872	--

FINANCE			2019	2020	2021	2022
	Fund 026 Expenses	Jan 1-Jun 30	\$698,599	\$751,750	\$756,482	\$870,619
		CY	\$1,538,399	\$1,579,498	\$1,582,914	--
	Fund 026 Revenue	Jan 1-Jun 30	\$446,613	\$337,937	\$316,193	\$471,327
		CY	\$1,139,118	\$699,688	\$857,220	--
	Fund 151 Expenses	Jan 1-Jun 30	\$66,399	\$52,350	\$59,852	\$55,393
		CY	\$135,016	\$110,361	\$136,948	--
	Charitable support to the 'Fund for Animals' (151)	Jan 1-Jun 30	\$46,693	\$105,130	\$131,956	\$236,543
		CY	\$109,274	\$239,855	\$272,798	--



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

<b>TITLE:</b> ASPCA grant and 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 27, 2022</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

**RECOMMENDATION**

Information and discussion only.