

Everett Animal Services

333 Smith Island Rd, Everett, WA 98201

CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
Wednesday, November 23, 2016, 5:30pm
Animal Shelter

Roll Call
Adoption of Meeting Agenda
Approval of Minutes: September 28, 2016
Member Reports
Council Liaison Report
Executive Director Report
Animal Shelter Manager Report
Citizen Comments

INFORMATIONAL BRIEFINGS & DISCUSSION ITEMS

2017 Proposed EAS Budget and Upcoming Items of Interest
2017 Advisory Board Meeting Topics

Glynis Frederiksen
Glynis Frederiksen

ACTION ITEM

Election of officers

Other Business

Next Meeting

Adjourn

REMINDER:

Mayor's Holiday Reception for Boards & Commissions
Tuesday, December 13th, 4 – 6 p.m.
Edward D. Hansen Conference Center, Xfinity Arena, 2000 Hewitt Ave.

Next Advisory Board Meeting
Wednesday, January 25, 2017
5:30 p.m.
Animal Shelter

MISSION STATEMENT:

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

**Everett Animal Shelter Advisory Board
Meeting Minutes
September 28, 2016**

Shelter Board Members Present: Barbara Birman, Ian Civey, Eddie Jones, Nathan Shelby, and Emmy Schindler

Shelter Board Members Absent: Pete Oettinger, Grace Martinez, Jim Civey

Staff Members Present: Glynis Frederiksen, Paul Kaftanski and Susan Shephard.

City Council Liaison: Cassie Franklin

Guests present: Nancy Wahl, Grassroots Rescue; Chris Federlein, Community Cat Coalition

Handouts: Agenda, July 27, 2016 Meeting Minutes, Discussion Cover Sheet, New Paradigms for Shelters and Community Cats - Kate Hurley, Managing Community Cats – HSUS, NACA Community Cat Management Statement.

Meeting called to order at 5:35 p.m.

A Quorum was established. Roll was taken.

Agenda - Nathan moved to adopt the agenda. Emmy seconded the motion and the motion passed.

Minutes – Minutes of the July 27th meeting were reviewed by the board members. Nathan made a motion to approve the minutes. The motion was seconded by Emmy. Motion passed.

Council Liaison Report

None

Manager Report

- Board member Grace Martinez has resigned from the board. Alternate Board Member Eddie Jones has applied to take her position. That will leave two alternate board member positions to fill.
- The shelter participated in the Everett Parks & Recreation Mutt Strut on August 13 at Langus Park. Attendance was lower than expected but still brought extra traffic to the animal shelter.
- Animal intake has increased during the summer months leading to a full shelter. A cat promotion featuring half-price adoption fees will continue through the end of September as planned.
- There are 145 new volunteers so far this year; compared to 121 at this time in 2015.
- Board Member Pete Oettinger moved a fence and gate in the exercise yard to facilitate volunteers walking dogs on the new trail.
- Due to the vet staffs' current medical restrictions, Glynis is bringing in part-time veterinarians to keep up on the spay/neuters for adoptable pets.
- A trailer to be used for storage of disaster and other shelter supplies has been delayed. Snohomish County Emergency Management anticipates that it will be arriving next month.
- The new Everett Animal Shelter Fees will be effective on October 1.
- The Animal Rescue Foundation of Everett (ARF) announced they will donate \$15,000 to the Everett Animal Shelter. The grant will be used for veterinary care. Presently, the EAS vet makes requests to ARF for help with animals that have special medical needs. ARF then takes

responsibility for paying the vet fees directly. Once the grant is in place in 2017, EAS will use the donated funds to take full financial responsibility for these special medical need animals.

- The Professional Service Contract for online pet licensing is moving forward towards approval. The data base is currently being configured to support that service.
- A new animal control truck has been added to the fleet. The old truck is no longer used at the shelter.
- The Mayor's Reception for Boards and Commissions is being held Tuesday, December 13th from 4:00 to 6:00pm at the Xfinity Arena. Glynis will order name tags for Board Members.

Citizen Comments – There were no members of the general public in attendance.

Informational Briefings & Discussion Items

- Community cats
 - Glynis defined the term 'community cats' and referenced the handouts emailed to board members prior to the meeting.
 - She provided information and invited discussion in the following areas:
 - Concerns about free-roaming cats
 - Sheltering issues
 - Various management approaches, including pros/cons of each
 - Considerations for strategies and programs
 - Current EAS protocols
 - Glynis introduced Nancy Wahl from Grassroots Rescue and Chris Federlein from the Community Cat Coalition to present information about their groups' efforts to address needs of community cats.
 - Work with other shelters and rescues to educate and mentor community members in Trap, Neuter & Release (TNR) process
 - Assist public with basic and medical care of community cats as needed
 - Work to improve outcomes at a reduced cost on a long term basis
 - Glynis asked board members to consider what a pilot program changing the way we handle community cats may look like. The board expressed an interest in staff creating a program proposal. This will be a discussion item at a future board meeting following staff work:
 - Research other community cat programs, such as in Jacksonville, Florida as well as local programs within Washington State.
 - Review EAS data to determine costs and impacts of possible programs.
 - Propose a pilot program, potentially limited to a defined area.

Other Business – There was no other business.

Adjourn – The meeting was adjourned at 6:50pm.

Next Meeting: The next meeting will be November 23, 2016 at 5:30pm.

Respectfully submitted by Susan Shephard.

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

TITLE: 2017 Proposed Budget & Upcoming Items of Interest	<input type="checkbox"/> Adoption	Staff G. Frederiksen Phone 425-257-6013 Date November 23, 2016
	<input type="checkbox"/> Recommendation	
	<input checked="" type="checkbox"/> Discussion	
	<input checked="" type="checkbox"/> Information	
	<input type="checkbox"/> Other	

DESCRIPTION SUMMARY:

Attached are narratives for the proposed 2017 Everett Animal Services budget. This includes Animal Services Fund (Fund 026) and the Fund for Animals (Fund 151).

Upcoming EAS work items of interest for 2017 will be discussed at the board meeting. These include:

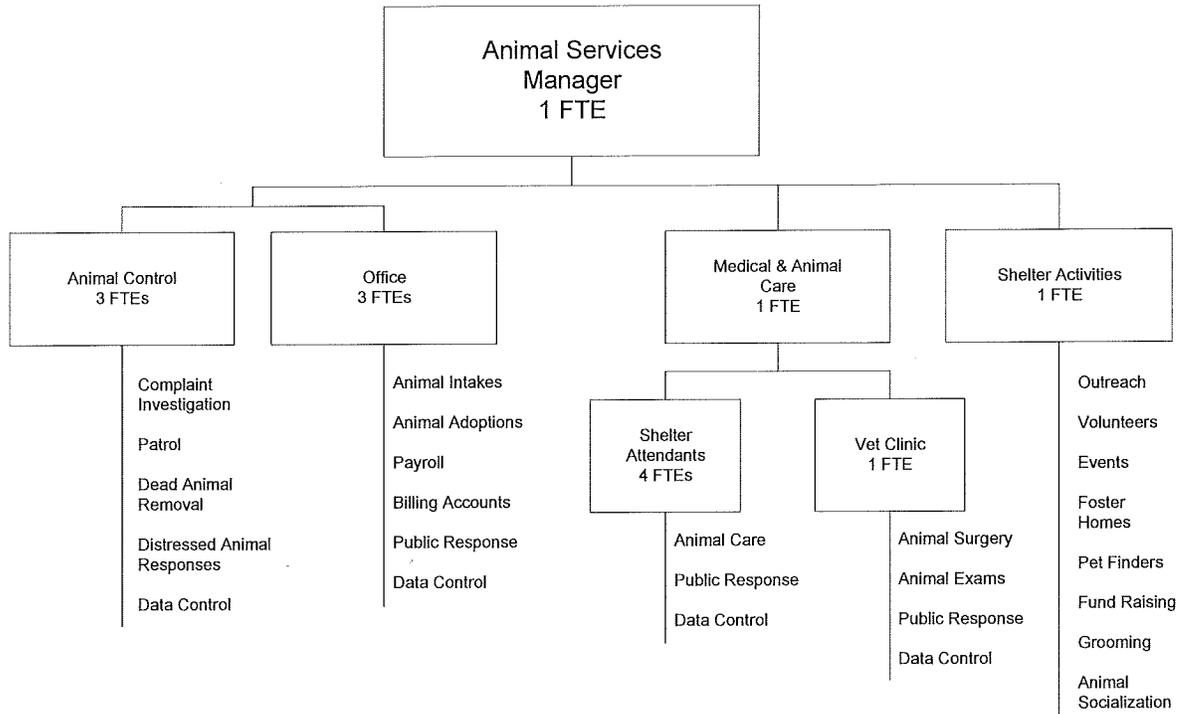
- Meeting with contracting jurisdictions and Interlocal Agreement review;
- Animal Municipal Code review and recommend updates as needed;
- Review and recommend EAS fee changes as needed;
- Develop new partnerships to improve operations;
- Increase Fund for Animals fundraising through sponsorships and donations.

RECOMMENDATION

Information and discussion only.

ANIMAL SERVICES FUND 026

ORGANIZATION CHART



MISSION STATEMENT

ANIMAL SERVICES DEPARTMENT

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

SUMMARY

Expenditure Budget	\$	1,478,331	FTE's	14.0
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REVENUE DESCRIPTION

Animal Services is supported by general government revenue, service fees and community/individual contributions. Significant operating revenues for Animal Services include the following sources:

- Sheltering fees from contracting jurisdictions
- Animal adoption fees
- Animal redemption and boarding fees
- Owner surrender and euthanasia fees
- Pet licensing

INVENTORY OF SERVICES

DEPARTMENT 026/Animal Services

ACTIVITY 1 – Shelter Administration Services

LABOR	\$342,919
M&O	11,205
Revenue Offset	(291,598)
NET COST	\$62,526
TOTAL FTEs	3.75

DESCRIPTION

- Manages the overall operations of the department. This includes oversight of shelter animal care, service delivery, long and short range planning, safety management, budgeting and financial management, revenue development, advisory board management, education and outreach, and volunteer program management.
- Provides administrative support to the department. This includes human resources, payroll processing, purchasing, staff training and orientation, information management, City policy and regulatory compliance.
- Provides resources and support to community stakeholders.
- Provides contractual sheltering opportunities for partner municipalities and agencies.
- Provides pet licensing for City of Everett residents.
- Serves as a community resource for pets during a disaster.

EXPECTED RESULTS

- Develop policies and practices that reflect best practices in the animal care and control field.
- Provide professional and humane animal services to the community.
- Foster positive relationships with community partners.

2017 GOALS

Goal #1

- Grow the pet licensing program for City of Everett resident pets using online license sales and other tools and strategies.

Goal #2

- Continue to develop and strengthen regional partner relationships.

Goal #3

- Update and finalize the department's emergency preparedness plan.

FUTURE TRENDS

- Continued development of animal welfare programs, resources and improved data analysis on the national level that aid in the health, well-being and adoptability of all shelter animals.
- Increased opportunities for regional animal welfare partnerships.

PERFORMANCE MEASURES

	2015	2016 Est.	2017 Est.
Number of pet licenses issued	2,780	3,644	4,200
License sales/1,000 population	26.28	33.70	38.78
Cost recovery	53.0%	57.3%	54.6%

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Office Assistant	1.60	Veterinarian	0.05
Accounting Assistant	0.50	Animal Control Officer	0.50
Shelter Activities Coordinator	0.40	Animal Services Manager	0.70

INVENTORY OF SERVICES (Continued)

DEPARTMENT 026/Animal Services

ACTIVITY 2 – Shelter Operation Services

LABOR	\$444,426
M&O	137,498
Revenue Offset	(302,399)
NET COST	\$279,525
TOTAL FTEs	5.00

DESCRIPTION

- Provides shelter animal care that reflects best practices in the animal welfare field
- Provides pet adoptions, reclaims, owner surrenders and euthanasia services to the public
- Manages an animal transfer program with adoption agencies and rescue groups
- Provides volunteer programs to assist staff with animal care, customer service, outreach, fostering and other associated shelter functions
- Promotes animals available for adoption and responsible pet ownership; engages in community outreach and events to promote adoption and awareness of the agency

EXPECTED RESULTS

- Humane and efficient animal sheltering for stray and homeless pets
- Professional response to requests, complaints, and other animal service needs of the public and other agencies
- Increased awareness within the community of Everett Animal Services, spay/neuter and responsible pet ownership

2017 GOALS

- Goal #1 ■ Continued increase in live animal release rate through programs and partnerships
- Goal #2 ■ Continue efforts to improve operational efficiency
- Goal #3 ■ Increase public awareness of the shelter, increase shelter visits, and meet their animal-related needs

FUTURE TRENDS

- Continued community expectation of increasing live animal release rates
- Public spay/neuter grant and partnership opportunities for low-income pet owners

PERFORMANCE MEASURES	2015	2016 Est.	2017 Est.
Live animal release rate (cats/dogs)*	86.6%	86.8%	87.0%
Total animal intake (cats/dogs)	4,706	4,990	4,950
Adoption	1,499	1,660	1,680
Transferred to other agency	1,436	1,500	1,470
Return to owner	827	910	905
Euthanasia - shelter	571	555	545
Euthanasia - owner requested	315	295	305
Died in care	36	50	40

*Live release rate equals the total number of live cats and dogs exiting the shelter divided by total intakes, adjusting for animals remaining in the shelter at the start and end of the year. This rate does not include owner requested euthanasia.

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Shelter Attendant	3.70	Vet Technician	0.15
Accounting Assistant	0.20	Office Assistant	0.20
Shelter Activities Coordinator	0.50	Animal Services Manager	0.15
Veterinarian	0.10		

INVENTORY OF SERVICES (Continued)

DEPARTMENT 026/Animal Services **ACTIVITY** 3 –Animal Control Services

LABOR	\$289,990
M&O	25,110
Revenue Offset	(26,563)
NET COST	\$288,537
TOTAL FTEs	3.15

DESCRIPTION

- Provides animal control and care services to residents of the City of Everett.
- Provides thorough and detailed investigations of violations under Title 6 of the Everett Municipal Code (EMC).
- Investigates animal cruelty and neglect, removes neglected animals from their home, and provides expert testimony in court.
- Provides support in all areas of the shelter.
- Provides animal safety and welfare education to the community.

EXPECTED RESULTS

- Efficient, timely and professional interactions with members of the public and other agencies.
- Enforcement of animal-related laws under Title 6 of the EMC.
- Community resource for education, responsible pet ownership and animal-related laws.
- Resource for bite prevention training to other City departments and neighborhoods.

2017 GOALS

Goal #1 ■ Evaluate and recommend, as appropriate, areas for revision in Title 6 of the EMC.

Goal #2 ■ Analyze and identify locations and/or populations with high complaint volumes to develop targeted educational opportunities for pet owners and residents.

PERFORMANCE MEASURES

	2015	2016 Est.	2017 Est.
↓ Animal nuisance complaints	872	1015	945
↓ Cruelty/neglect investigations	257	285	270
↓ Bite/Dangerous/Potentially Dangerous Dog investigations	68	70	70

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Animal Control Officer	2.50	Office Assistant	0.20
Shelter Activities Coordinator	0.10	Animal Services Manager	0.10
Accounting Assistant	0.20	Veterinarian	0.05

INVENTORY OF SERVICES (Continued)

DEPARTMENT 026/Animal Services

ACTIVITY 4 – Medical Services

LABOR	\$199,474
M&O	27,709
Revenue Offset	(186,440)
NET COST	\$ 40,743
TOTAL FTEs	2.10

DESCRIPTION

- Provides on-site spay/neuter surgeries for shelter animals.
- Provides veterinary care as needed to improve and maintain health of animals in shelter and foster care.
- Provides medical assessment of individual animals in terms of adoptability and quality of life.
- Provides examinations, necropsies, and professional testimony for animal cruelty investigations.
- Oversees controlled drug handling and regulatory compliance.

EXPECTED RESULTS

- Quality surgical and medical care for animals while in shelter and foster care.
- Positive reputation of the animal shelter with the general public and animal welfare partners.
- Successful prosecution of animal cruelty and neglect cases for City of Everett and local contracting jurisdictions.

2017 GOALS

Goal #1 ■ Continue efforts to improve service efficiency while attaining positive outcomes.

Goal #2 ■ Assume the administration of Animal Rescue Foundation of Everett's funding for specialized animal care.

FUTURE TRENDS

- Increased community expectations to treat more complex and costly medical cases.
- Increased demand for animal cruelty and neglect investigation assistance.

PERFORMANCE MEASURES

	2015	2016 Est.	2017 Est.
Animal spay/neuters	1,104	1,140	1,200
Animal exams	1,160	1,400	1,400

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Veterinarian	0.80	Shelter Attendant	0.30
Veterinarian Technician	0.85	Animal Services Manager	0.05
Accounting Assistant	0.10		

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2015	2016	2017
1530	Animal Shelter Attendant	4.0	4.0	4.0
2390	Office Assistant	2.0	2.0	2.0
2300	Accounting Assistant	1.0	1.0	1.0
1510	Animal Control Officer	3.0	3.0	3.0
1525	Veterinarian Technician	1.0	1.0	1.0
6755	Shelter Activities Coordinator	1.0	1.0	1.0
6750	Veterinarian	1.0	1.0	1.0
6201	Animal Services Manager	1.0	1.0	1.0
	TOTAL FTE	14.0	14.0	14.0

BUDGET CHANGES

This schedule includes budget changes from the 2016 Adopted Budget to the 2017 Proposed Budget. It excludes labor cost changes related to cost of living, step, or benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
	Decrease Other Pay for prior year retirement payout	(12,441)		(12,441)
	Increase Overtime budget	7,325		7,325
	Increase Seasonal Labor budget	3,479		3,479
	Total	(1,636)	-	(1,636)

BUDGETED EXPENDITURES

Fund 026 Animal Shelter		2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2017 Proposed Budget	Percent Change*
Fnc 001	Animal Services	\$ 1,322,967	\$ 1,473,053	\$ 1,473,053	\$ 1,478,331	0%
TOTAL APPROPRIATION		\$ 1,322,967	\$ 1,473,053	\$ 1,473,053	\$ 1,478,331	0%

* 2016 Adopted to 2017 Proposed

FUND FOR ANIMALS FUND 151

MISSION STATEMENT

The Fund for Animals is a cumulative reserve fund that provides funds to benefit animals.

SUMMARY

Expenditure Budget	\$	90,000	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenues for this fund include donations and interest income.

INVENTORY OF SERVICES

DEPARTMENT 151/Fund for Animals **ACTIVITY** 1 - Fund for Animals

M&O	\$90,000
Revenue Offset	(74,450)
NET COST	\$15,550
TOTAL FTEs	0

DESCRIPTION ■ Collect donations from individuals and local businesses

EXPECTED RESULTS ■ Provide quality veterinary care for shelter and foster animals
■ Accurate, timely receipt and deposit of donations, with donor acknowledgment
■ Conduct volunteer staffed fundraising activities at both onsite and offsite events

2016
 ACCOMPLISHMENTS ◆ Record fundraising and attendance for 2016 Shakaroo event
◆ Attended community outreach events

2017 GOALS
 Goal #1 ■ Supplement expenses for spay/neuter clinic and in-house veterinary care for shelter animals
 Goal #2 ■ Fund special surgeries and medical procedures
 Goal #3 ■ Increase revenue through kennel sponsorships, direct mail and online donations
 Goal #4 ■ Develop specific volunteer groups specializing in events, public awareness and fund raising

BUDGETED EXPENDITURES

	2015	2016	2016	2016	2017
	Actual	Adopted Budget	As Amended 7/27/2016	Estimate	Proposed Budget
Fund 151: Fund for Animals					
Revenue					
Beginning Balance	432,518	422,418	422,418	416,023	400,723
Charges for Services/Merchandise	5,212	5,500	5,500	5,500	6,000
Interest Earnings	7,052	7,200	7,200	7,200	6,450
Private Contributions	59,290	62,000	62,000	62,000	62,000
Total Available	504,072	497,118	497,118	490,723	475,173
Expenditures					
M & O	88,049	90,000	90,000	90,000	90,000
Total Expenditures	88,049	90,000	90,000	90,000	90,000
Ending Balance	416,023	407,118	407,118	400,723	385,173
2017 Budget Appropriation					475,173

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

TITLE: 2017 Advisory Board Meeting Topics	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	Staff G. Frederiksen Phone 425-257-6013 Date November 23, 2016
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DESCRIPTION SUMMARY:

Each board member is asked to select his or her top three topics for future board meeting agendas. These suggestions will be discussed at the November meeting and will be helpful when developing the 2017 Animal Shelter Advisory Board meeting calendar and menu of yearly agenda items.

RECOMMENDATION

Discussion only.

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

TITLE: 2017 Election of Officers	<input checked="" type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	Staff G. Frederiksen Phone 425-257-6013 Date November 23, 2016
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DESCRIPTION SUMMARY:

Per the Animal Shelter Advisory Board Rules of Procedure, the Board shall have two officers, a Chair and Vice Chair, to be elected by the members of the Board. The election shall take place annually, at the November meeting. The term of office shall run for one year, until the next subsequent election.

The Chair and Vice Chair are regular members who have at least one year of service on the board as a regular or alternate member.

RECOMMENDATION

Board elects a Chair and a Vice Chair.