



**King County**

**Metropolitan King County Council  
General Government and Labor Relations Committee**

**Staff Report**

---

Agenda item No:	<b>4</b>	Date:	<b>September 11, 2007</b>
Motion No:	<b>2007-0369</b>	Prepared by:	<b>Marilyn Cope</b>

---

**SUBJECT**

A motion approving the executive's response to a proviso in the 2007 Adopted Budget regarding staffing of the King County Animal Care and Control Citizen's Advisory Committee.

**SUMMARY**

Proposed Motion 2007-0369 approves the executives staffing plan for the Animal Care and Control Citizen's Advisory Committee. The staffing plan approves a .5 FTE position for the purpose of administrating the committee and other related duties.

**BACKGROUND**

The Animal Control Citizen's Advisory Committee (Advisory Committee) has not been active for a number of years. In the 2007 Adopted Budget, the council included the following proviso in the Records, Elections and Licensing Division's budget:

Of this appropriation, \$250,000 shall not be expended or encumbered until: (1) the executive has transmitted appointments to fill all vacancies on the King County animal control citizen's advisory committee, together with proposed confirmation motions and information on the appointees, and the council has confirmed all appointees; and (2) the executive has submitted and the council has reviewed and approved by motion, a plan for ongoing administrative support of the King County animal control citizen's advisory committee.

The proposed appointment motions, the plan for administrative support and the proposed motion approving the plan shall be submitted by the executive by April 15, 2007, in the form of 11 copies filed with the clerk of the council, who will retain the original and will forward a copy to each councilmember and to the lead staff of the labor, operations and technology committee, or its successor.

- 1 -

On April 13, 2007, the council received ten of the then eleven required appointments to the Advisory Committee.

On May 29, 2007, the council adopted Ordinance 15801 which, among other things, renamed the Animal Control Citizen's Advisory Committee the Animal Care and Control Citizen's Advisory Committee and revised the roles, responsibilities and composition of the committee as follows:

- The committee is to provide evaluation and recommendations for a model animal services program with specific focus on the prevention of animal cruelty, the humane care and welfare of animals in King County shelters, the reduction of euthanasia, the increase of adoptions and the strengthening of community partnerships and volunteer programs.
- The committee is to provide evaluation and recommendations on performance measures, funding, staffing levels and staffing needs, facilities and capital improvements.
- The committee is to produce an annual report to the executive and the council. The executive would then be responsible to review and make recommendations to the council based on the committee's report.
- The committee is to provide assistance with animal care and control's public information and education campaign.
- Two additional members were added to the committee to represent the Coalition for a No Kill King County and Friends of King County Animal Control

In sum, the committee was refocused to address animal welfare issues and the policies, procedures, resources and outreach needed to build a model program.

Also on May 29, 2007, the council adopted Motion 12521, requesting that the executive work in conjunction with the Advisory Committee to develop a special report on how the Animal Services Program (ASP) will become a model for the humane treatment of animals and reduce rates of euthanasia. The report was due to the council on August 31, 2007.

On September 9, 2007 the council approved the two appointees for the Coalition for a No Kill King County and Friends of King County Animal Control. At this time, the only outstanding appointment is the position for the Seattle-King County Veterinarian Medical Association (VMA).

## **ANALYSIS**

On June 25<sup>th</sup> the executive transmitted the staffing plan for the Advisory Committee. The staffing plan, as attached to Proposed Motion 2007-0369 would include a .5 FTE to perform the following duties:

- Prepare analysis, research and report writing
- Public outreach to stakeholder groups, attendance at community meetings
- Perform administrative functions, prepare agendas, attend Advisory Committee meetings, evaluate committee processes

The executive requested funding for the .5 FTE via through the second quarter omnibus ordinance. That ordinance (15873), with the .5 FTE, was approved on July 23, 2007. The executive has stated that a budget request will be submitted as part of the 2008 budget cycle for on-going staff support to the committee.

The Advisory Committee held its first meeting on July 19, 2007 and has been meeting on a weekly basis to develop a report to the council and the executive per Motion 12521. In a letter dated August 10, 2007, the Advisory Committee requested an extension to the deadline for the report to September 24, 2007, to further develop recommendations for the council's consideration, due to the late date on which the Advisory Committee was first convened. The executive may need additional time beyond September 24<sup>th</sup> for further review of the Advisory Committee's recommendations prior to transmitting a final report to the council.

Approval of Proposed Motion 2007-0369 appears to support the objectives of the council to promote an active Advisory Committee. Because the staffing plan was not transmitted by the April 15<sup>th</sup> deadline, an amendment to the 2007 Adopted Budget will be necessary to release the \$250,000 in provisoed funds.

## **AMENDMENTS**

Technical amendments have been prepared to correct references to the animal control program which were changed, per Ordinance 15801 to the animal care and control program. The amendment also removes language stating that King County has formed a model animal control program. The council has requested that the executive and advisory committee work to determine how King County might become a model program in the future.

## **ATTACHMENTS**

1. Amendment 1 to Proposed Motion 2007-0369
2. Proposed Motion 2007-0369, attachment
3. Executive's Transmittal Letter, dated June 21, 2007

## **INVITED**

1. Anne Brusklund, Interim Deputy Director, Records, Elections and Licensing Division



1

9/05/07

mwc

Sponsor: Larry Gossett

Proposed No.: 2007-0369

1 **AMENDMENT TO PROPOSED MOTION 2007-0369, VERSION 1**

2 On page 1, line 6, after "King County animal" insert "care and"

3 On page 1, line 7, after "1990" insert ", as amended by Ordinance 15801 in 2007,"

4 On page 1, line 8, after "consumers of animal" insert "care and"

5 On page 1, line 9, after "about animal" insert "care and"

6 On page 1, line 10, after "council" delete ", and animal" and insert "and animal care and"

7 On page 1, line 11, after "WHEREAS, the" insert "former"

8 On page 2, on line 24, after "support the committee" delete ", and" and insert ";

9 On page 2, beginning on line 25, delete "WHEREAS, the previous staffing model of the  
10 advisory committee resulted in the formation of a model animal control program for King  
11 County;"

12 On page 3, line 30, after "support the animal" insert "care and"

13

14 **EFFECT: Corrects references to reflect changes to the title of animal control to**  
15 **animal care and control program per Ordinance 15801. Removes language stating**  
16 **that King County has formed a model animal control program, a process that is**  
17 **ongoing at this time.**





**KING COUNTY**

**Signature Report**

**September 10, 2007**

**ATTACHMENT 2**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Motion**

**Proposed No.** 2007-0369.1

**Sponsors** Gossett

1           A MOTION approving the King County executive's  
2           response to the 2007 Budget Ordinance, Ordinance 15652,  
3           Section 28, Proviso P2, regarding the King County animal  
4           control citizen's advisory committee.

5  
6           WHEREAS, the King County council created the King County animal control  
7           citizen's advisory committee by Ordinance 9464 in 1990 to "provide a mechanism for  
8           King County citizens and consumers of animal control services to provide information  
9           and advice about animal control needs, goals and services to the King County executive,  
10          council, and animal control section," and

11          WHEREAS, the King County animal control citizen's advisory committee met for  
12          many years but has not been meeting in recent years, and

13          WHEREAS, the King County council has directed that the advisory committee be  
14          reconstituted, and

15          WHEREAS, in May 2007, the King County council passed Ordinance 15801  
16          which updated responsibilities and membership of the advisory committee

**Motion**

---

17           WHEREAS, the reconstituted advisory committee will need adequate staff  
18 support to accomplish the mission mandated by the King County council, and

19           WHEREAS, the council is considering approval as part of a supplemental  
20 ordinance for the second quarter of 2007, the creation of a 0.5 FTE to staff the  
21 committee, and

22           WHEREAS, the adequate staffing for the committee is necessary to provide  
23 coordination and support for the meetings, and perform other necessary functions to  
24 support the committee, and

25           WHEREAS, the previous staffing model of the advisory committee resulted in the  
26 formation of a model animal control program for King County;

27           NOW, THEREFORE, BE IT MOVED by the Council of King County:

28           The executive's response to the 2007 Budget Ordinance, Ordinance 15652,  
29 Section 28, Proviso P2, is accepted. The executive's plan for ongoing administrative



**Motion**

---

30 support the animal control citizen's advisory committee, Attachment A to this motion, is  
31 hereby approved.  
32

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

---

ATTEST:

---

**Attachments**      A. Animal Control Citizen's Advisory Committee Staff Workplan

**Animal Control Citizen's Advisory Committee Staff Workplan**

Essential Duties	% of Time	Frequency	Level of Responsibility
Research, analysis and report writing: Issues raised by Committee members; Issues raised by Animal Services/Executive; Issues from community input or through other avenues; Develop program recommendations.	35%	Daily	Work independently to research issues and develop reports. Keep Animal Services Management apprised of progress and preview report with Management prior to submission.
Perform outreach to the community and stakeholder groups about issues/proposals generated by the Committee or as part of the process. Schedule and attend community meetings. Serve as public information specialist for the Committee.	25%	Daily	Work independently to research stakeholder groups and make contacts. Work with Animal Services Management and Committee to develop and deliver messages and receive community input.
Perform administrative/operational tasks: Prepare Committee Agendas and meeting packets; Schedule Committee meetings and handle logistical support; Attend Committee meetings and take minutes; Distribute reports and meeting minutes; Maintain Committee files and data; Other administrative tasks as assigned.	35%	Daily	Work independently and with Animal Services Management and Committee to accomplish administrative tasks.
Evaluate Advisory Committee processes and draft reports on such as necessary.	5%	Weekly	Regularly review processes and respond to concerns about processes. Recommend changes as necessary.
<b>TOTAL TIME</b>	<b>100%</b>		

June 21, 2007

The Honorable Larry Gossett  
Chair, King County Council  
Room 1200  
C O U R T H O U S E

Dear Councilmember Gossett:

I am pleased to transmit to the Metropolitan King County Council the staffing plan for the King County Animal Control Citizen's Advisory Committee and a motion proposing a plan for ongoing administrative support for the Committee.

The staffing plan is provided in response to Section 28 proviso two of Ordinance 15652:

*Of this appropriation, \$250,000 shall not be expended or encumbered until: (1) the executive has transmitted appointments to fill all vacancies on the King County animal control citizen's advisory committee, together with proposed confirmation motions and information on the appointees, and the council has confirmed all appointees; and (2) the executive has submitted and the council has reviewed and approved by motion, a plan for ongoing administrative support of the King County animal control citizen's advisory committee.*

Nominations for membership were provided to the council in April. Two additional positions were recently added to the committee via Ordinance 15801: a representative from Friends of King County Animal Control and a representative from the Coalition for a No Kill King County. Records, Elections and Licensing Services will contact these agencies for nominations, which will be forwarded for Council's consideration under separate cover.

King County is a recognized leader in the animal control and animal welfare field. In 1995, King County was the recipient of a National Association of Counties Achievement Award for its Model Animal Control Program. A good deal of the credit for this award should go to the King County Animal Control Citizen's Advisory Committee. The Committee, established by the King County Council by Ordinance 9464 in 1990, did a great deal of work in helping King County create its Model Animal Control Program. In recent years, the Committee stopped meeting, and each of the Committee positions became vacant.

King County's Animal Control Program has achieved a number of important results since the adoption of Ordinance 9464.

- In 1993, King County Animal Control euthanized 2,952 healthy adoptable pets, in addition to 6,080 unhealthy, unadoptable pets (1993 was the first year that the euthanasia of healthy, adoptable was tracked). In 2006, King County Animal Services euthanized no healthy, adoptable pets, and just 4,331 unhealthy, unadoptable pets. That euthanasia total for 2006 is an all-time low (since statistics were kept).
- In 1993, King County Animal Control adopted just 1,802 pets. In 2006, King County Animal Services adopted 4,525 pets.
- In 1990, King County issued 57,254 pet licenses (1990 was the first year pet licenses were tracked). In 2006, King County issued 139,442 pet licenses.

When it created the Animal Control Citizen's Advisory Committee, the King County Council gave the body a number of important tasks. These tasks were recently updated with the passage of Ordinance 15801. These tasks, as outlined in KCC 11.06.030, are as important today as they were in 1990:

*B. Following the initial report, the committee shall meet monthly to:*

- 1. Receive periodic reports from the animal care and control section;*
- 2. Advise the county executive and county council on all aspects of animal control and the welfare and safety of all animals;*
- 3. Assist the county executive and county council in the development of programs and policies concerning animal care and control;*
- 4. Review and comment on proposed animal care and control rules, policies, or ordinances before their adoption;*
- 5. Review the animal care and control section's progress in implementing adopted policies; and,*
- 6. Develop the annual report to the King County executive and council.*

In order to accomplish these goals in 2007, King County Animal Services requested a .5 FTE via a supplemental for the second quarter of 2007 to adequately establish administrative and staff support for the Committee through the remainder of the year. A budget request will be submitted as part of the 2008 budget cycle for on-going support of the committee in 2008 and beyond if funding has not already been included as part of the base 2008 budget.

The Honorable Larry Gossett  
June 20, 2007  
Page 3

King County is committed to providing the most comprehensive and effective animal control and welfare program possible. Accordingly, I am looking forward to working with the Animal Control Citizens' Advisory Committee to achieve this goal. If you have any questions regarding this motion or the elements of the plan, please contact Al Dams, King County Animal Services Acting Manager, at 206-205-6306.

Thank you for your attention to this important issue.

Sincerely,

Ron Sims  
King County Executive

Enclosures

cc: King County Councilmembers

ATTN: Ross Baker, Chief of Staff

Shelley Sutton, Policy Staff Director

William Nogle, Lead Staff, Operating Budget, Fiscal Management and  
Mental Health Committee

Anne Noris, Clerk of the Council

Bob Cowan, Director, Office of Management and Budget

James J. Buck, County Administrative Officer Designee, Department of Executive Services (DES)

Sherril Huff, Director Designee, Records, Elections, and Licensing Services, DES