

**JOINT ANIMAL SERVICES COMMISSION  
MEETING AGENDA  
DECEMBER 5, 2022 AT 5:30PM  
IN-PERSON AND REMOTE MEETING  
CITY OF LACEY – COUNCIL CHAMBERS  
420 COLLEGE STREET SE, LACEY, WA 98503**

**In-person attendance:** Lacey City Council Chambers, 420 College St SE, Lacey WA 98503

**Remote attendance:** You may register in advance to view and/or provide public comment at the JASCOM meeting by watching live on Zoom.

[https://us02web.zoom.us/webinar/register/WN\\_cSoGPRIXTKS9-rjR5g510A](https://us02web.zoom.us/webinar/register/WN_cSoGPRIXTKS9-rjR5g510A)

The public may also listen to the meeting by dialing toll-free:  
(888) 788-0099 - **Webinar ID: 883 5345 8439**

Watch live or as a recording on YouTube: <https://youtu.be/gk9lOBRjQl8>

**CALL TO ORDER:**

**1 ROLL CALL:**

**Board Members:**

- ☐ Lisa Parshley, City of Olympia – Chair
- ☐ Carolina Mejia-Barahona, Thurston County – Vice Chair
- ☐ Ed Kunkel, City of Lacey
- ☐ Peter Agabi, City of Tumwater
- ☐ Richard Blinn, Thurston County Humane Society
- ☐ Jo MacGugan, Feline Friends of Olympia

**Animal Services Staff:**

- ☐ Sarah Hock, Executive Director

**City of Lacey Staff:**

- ☐ Shannon Kelley-Fong, Assistant City Manager

**2 APPROVAL OF AGENDA, Previous Meeting Minutes, and Consent Items:**

- A. Approval of Agenda
- B. November 21, 2022, Meeting Minutes
- C. November 2022 Shelter Statistics

3 **PUBLIC COMMENT:**

To provide public comment by Zoom, please use the “raise your hand” function.  
To provide public comment by phone, please press \*9.

4 **PUBLIC HEARING:**

A. Animal Services 2023 Budget

To provide public comment by Zoom, please use the “raise your hand” function.  
To provide public comment by phone, please press \*9.

5 **BUSINESS ITEMS:**

A. Approval of the Animal Services Proposed 2023 Budget

B. Discuss 2023 JASCOM meeting schedule

6 **DIRECTOR’S REPORT:**

7 **ADJOURN**

**VISION:**

Our vision is to build a safe and humane community for humans and animals.

**MISSION:**

To foster an environment of respect, responsibility, and compassion for all animals through learning, legislation and leadership.

**GOALS:**

- Ensure and advocate for animal welfare.
- Promote public safety.
- Support responsible animal ownership.

**MINUTES OF THE JASCOM MEETING AND RETREAT**  
**September 12, 2022**  
**In-Person and Remote JASCOM Meeting**

**MEMBERS PRESENT:** Lisa Parshley, City of Olympia; Ed Kunkel, City of Lacey; Peter Agabi, City of Tumwater;

**STAFF PRESENT:** Sarah Hock, Executive Director

**STAFF LIAISON:** Shannon Kelley-Fong, Assistant City Manager

**MEETING BEGAN:** 5:31 PM meeting called to order by Chair Parshley.

**APPROVAL OF AGENDA:** COUNCIL MEMBER AGABI MOVED THAT THE AGENDA BE ACCEPTED. COUNCIL MEMBER KUNKEL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

**APPROVAL OF CONSENT AGENDA:** COUNCIL MEMBER AGABI MOVED THAT THE CONSENT AGENDA BE ACCEPTED. COUNCIL MEMBER KUNKEL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

**PUBLIC COMMENT:** NONE

**BUSINESS ITEMS:** 2023 ANIMAL SERVICES PROPOSED BUDGET  
Sarah Hock presented the proposed 2023 Animal Services Budget. The 2023 budget focuses on goals outlined in the 5 Year Strategic Plan with an emphasis on effective shelter operations, standards of care, shelter medicine, efficiencies, and improved customer service for a total budget of \$3,452,650.

SEWER REPAIR PROJECT  
In January of 2022 the City of Lacey attempted to resolve the problems in the worst areas identified by opening up the floor and replacing sections of bad pipe. Blockages and flooding continue to happen, although not as often. JAS staff has had to shut down one restroom, switch to single-ply paper, and regularly flow extra water in the drains in order to attempt to minimize further blockages.

Recommendation is to hire a contractor to open up the concrete floors in the problem areas, replace piping, and replace concrete floor/flooring after drain line repairs are complete.

COUNCIL MEMBER KUNKEL MOVED THAT THE SEWER REPAIR PROJECT PROCEED. COUNCIL MEMBER AGABI SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

**ACTION ITEMS:** NONE

**STAFF**

**PRESENTATIONS:** NONE

**DIRECTOR'S REPORT:** NONE

**ADJOURNMENT:** Meeting adjourned at 6:35 PM

**NEXT MEETING:** Monday, December 5th at 5:30 PM, In-Person and Virtual Meeting

# Animal Services Shelter Statistics 2022

22-Nov 21-Nov

## Intake

### Total Animals Received (live and doa)

|              |            |            |
|--------------|------------|------------|
| Dogs         | 85         | 86         |
| Cats         | 85         | 77         |
| Other        | 10         | 1          |
| Wild         | 5          | 13         |
| <b>TOTAL</b> | <b>185</b> | <b>177</b> |

### Custody-Misc Reasons

|              |          |          |
|--------------|----------|----------|
| Dogs         | 1        | 3        |
| Cats         | 0        | 0        |
| Other        | 0        | 0        |
| <b>TOTAL</b> | <b>1</b> | <b>3</b> |

### Strays Received

|              |            |            |
|--------------|------------|------------|
| Dogs         | 65         | 50         |
| Cats         | 67         | 57         |
| Other        | 8          | 0          |
| <b>TOTAL</b> | <b>140</b> | <b>107</b> |

### Owner Surrendered

|              |           |           |
|--------------|-----------|-----------|
| Dogs         | 18        | 33        |
| Cats         | 18        | 20        |
| Other        | 2         | 1         |
| <b>TOTAL</b> | <b>38</b> | <b>54</b> |

### Owner Status Refused

|              |          |          |
|--------------|----------|----------|
| Dogs         | 0        | 0        |
| Cats         | 0        | 0        |
| Other        | 0        | 0        |
| <b>TOTAL</b> | <b>0</b> | <b>0</b> |

## WILDLIFE HANDLED

### Incoming

|              |          |           |
|--------------|----------|-----------|
| Live         | 1        | 5         |
| Doa          | 4        | 8         |
| <b>TOTAL</b> | <b>5</b> | <b>13</b> |

### Outgoing

|                       |          |           |
|-----------------------|----------|-----------|
| Doa                   | 3        | 8         |
| Euthanized (sick/inj) | 2        | 5         |
| Died                  | 0        | 0         |
| Bat-Rabies check      | 0        | 0         |
| Released/Transferred  | 0        | 0         |
| <b>TOTAL</b>          | <b>5</b> | <b>13</b> |

## Outgoing Animals

### Total Animals Out, incl all categories below

|                   |     |     |
|-------------------|-----|-----|
| Dogs              | 79  | 91  |
| Cats              | 162 | 148 |
| Other             | 14  | 2   |
| Wild              | 5   | 13  |
| Died, esc, stolen | 2   | 1   |

|                        |              |            |            |
|------------------------|--------------|------------|------------|
|                        | <b>TOTAL</b> | <b>262</b> | <b>255</b> |
| <b>Animals Adopted</b> |              |            |            |
|                        | Dogs         | 25         | 29         |
|                        | Cats         | 111        | 106        |
|                        | Other        | 11         | 2          |
|                        | <b>TOTAL</b> | <b>147</b> | <b>137</b> |

|                            |              |           |           |
|----------------------------|--------------|-----------|-----------|
| <b>Animals Transferred</b> |              |           |           |
|                            | Dogs         | 18        | 2         |
|                            | Cats         | 28        | 19        |
|                            | Other        | 0         | 0         |
|                            | <b>Total</b> | <b>46</b> | <b>21</b> |

|                          |              |           |           |
|--------------------------|--------------|-----------|-----------|
| <b>Animals Reclaimed</b> |              |           |           |
|                          | Dogs         | 19        | 35        |
|                          | Cats         | 8         | 4         |
|                          | Other        | 0         | 0         |
|                          | <b>TOTAL</b> | <b>27</b> | <b>39</b> |

|                    |              |           |           |
|--------------------|--------------|-----------|-----------|
| <b>Animals DOA</b> |              |           |           |
|                    | Dogs         | 4         | 3         |
|                    | Cats         | 6         | 9         |
|                    | Other        | 4         | 8         |
|                    | <b>TOTAL</b> | <b>14</b> | <b>20</b> |

|  |                   |           |           |
|--|-------------------|-----------|-----------|
| <b>All Euthanasia, Died, Escaped, Stolen (from pg 2)</b> |                   |           |           |
|  | Dogs              | 13        | 22        |
|  | Cats              | 9         | 9         |
|  | Other             | 4         | 6         |
|  | Died, esc, stolen | 2         | 1         |
|  | <b>Total</b>      | <b>28</b> | <b>38</b> |

22-Nov 21-Nov

#### EUTHANASIA, DIED, ESCAPED, STOLEN

#### Animals Euthanized Unhealthy/Untreatable

|       |    |    |
|-------|----|----|
| Dogs  | 12 | 16 |
| Cats  | 7  | 6  |
| Other | 4  | 5  |

#### Treatable - Rehabilitatable

|       |   |   |
|-------|---|---|
| Dogs  | 0 | 0 |
| Cats  | 2 | 0 |
| Other | 0 | 0 |

#### Treatable - Manageable

|       |   |   |
|-------|---|---|
| Dogs  | 1 | 4 |
| Cats  | 0 | 3 |
| Other | 0 | 1 |

#### Healthy

|      |   |   |
|------|---|---|
| Dogs | 0 | 2 |
| Cats | 0 | 0 |

|                                 |            |            |
|---------------------------------|------------|------------|
| Other                           | 0          | 0          |
| <b>SUB-TOTAL</b>                | <b>26</b>  | <b>37</b>  |
| <b>Owner Request (E5)</b>       |            |            |
| Dogs                            | 8          | 15         |
| Cats                            | 7          | 7          |
| Other                           | 0          | 1          |
| <b>SUB-TOTAL</b>                | <b>15</b>  | <b>23</b>  |
| <b>TOTAL EUTHANASIA</b>         | <b>26</b>  | <b>37</b>  |
| <b>Died At Shelter</b>          | <b>2</b>   | <b>1</b>   |
| <b>Escaped/Stolen</b>           | <b>0</b>   | <b>0</b>   |
| <b>FIELD AND OTHER SERVICES</b> |            |            |
| <b>Animals Currently</b>        |            |            |
| <b>Court Involved</b>           |            |            |
| Dogs                            | 0          | 0          |
| Cats                            | 0          | 0          |
| Other                           | 0          | 0          |
| <b>Field Response</b>           |            |            |
| Olympia                         | 24         | 45         |
| Lacey                           | 27         | 48         |
| Tumwater                        | 9          | 7          |
| Thurston County                 | 58         | 87         |
| JBLM                            | 2          | 7          |
| Other                           | 0          | 4          |
| Yelm                            | 4          | 1          |
| <b>SUB TOTAL</b>                | <b>124</b> | <b>199</b> |
| <b>PDD/DD Appeals</b>           | <b>0</b>   | <b>0</b>   |

|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD   | YTD 21 |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|--------|
| INCOMING ANIMALS   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Total Animals Received (live and doa)  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 77  | 78  | 93  | 77  | 54  | 96  | 75  | 88  | 93  | 88  | 85  | 0   | 904   | 844    |
| Cats   | 67  | 63  | 80  | 83  | 77  | 124 | 113 | 141 | 200 | 152 | 85  | 0   | 1,185 | 1,156  |
| Other  | 10  | 22  | 19  | 9   | 22  | 25  | 43  | 9   | 39  | 19  | 10  | 0   | 227   | 171    |
| Wild   | 7   | 7   | 18  | 6   | 8   | 13  | 10  | 8   | 17  | 24  | 5   | 0   | 123   | 163    |
| TOTAL  | 161 | 170 | 210 | 175 | 161 | 258 | 241 | 246 | 349 | 283 | 185 | 0   | 2,439 | 2,334  |
| Custody-Misc Reasons   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 2   | 2   | 0   | 4   | 2   | 18  | 5   | 1   | 3   | 2   | 1   | 0   | 40    | 36     |
| Cats   | 1   | 0   | 0   | 0   | 0   | 6   | 0   | 0   | 0   | 1   | 0   |     | 8     | 15     |
| Other  | 0   | 4   | 0   | 0   | 2   | 0   | 1   | 0   | 0   | 0   | 0   |     | 7     | 15     |
| TOTAL  | 3   | 6   | 0   | 4   | 4   | 24  | 6   | 1   | 3   | 3   | 1   | 0   | 55    | 66     |
| Strays Received  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 55  | 51  | 66  | 49  | 34  | 52  | 43  | 62  | 63  | 59  | 65  | 0   | 599   | 486    |
| Cats   | 47  | 47  | 57  | 66  | 60  | 78  | 85  | 120 | 175 | 111 | 67  |     | 913   | 811    |
| Other  | 1   | 16  | 6   | 8   | 22  | 9   | 37  | 8   | 6   | 16  | 8   |     | 137   | 83     |
| TOTAL  | 103 | 114 | 129 | 123 | 116 | 139 | 165 | 190 | 244 | 186 | 140 | 0   | 1,649 | 1,380  |
| Owner Surrendered  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 18  | 25  | 27  | 24  | 17  | 26  | 26  | 25  | 27  | 27  | 18  | 0   | 260   | 319    |
| Cats   | 19  | 16  | 23  | 17  | 17  | 40  | 26  | 21  | 21  | 40  | 18  |     | 258   | 308    |
| Other  | 6   | 2   | 13  | 1   | 0   | 16  | 3   | 2   | 33  | 3   | 2   |     | 81    | 62     |
| TOTAL  | 43  | 43  | 63  | 42  | 34  | 82  | 55  | 48  | 81  | 70  | 38  | 0   | 599   | 689    |
| Owner Status Refused   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Unsocialized pets that have lived on the person's property 14 days or more, but the person denies ownership. |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0      |
| Cats   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 2      |
| Other  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0      |
| TOTAL  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 2      |
| WILDLIFE HANDLED   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Incoming   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Live   | 1   | 2   | 6   | 4   | 5   | 8   | 6   | 3   | 10  | 9   | 1   | 0   | 55    | 86     |
| Doa  | 6   | 5   | 12  | 2   | 3   | 5   | 4   | 5   | 7   | 15  | 4   |     | 68    | 85     |
| TOTAL  | 7   | 7   | 18  | 6   | 8   | 13  | 10  | 8   | 17  | 24  | 5   | 0   | 123   | 171    |
| Outgoing   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Doa  | 6   | 5   | 12  | 2   | 3   | 7   | 4   | 5   | 37  | 15  | 3   | 0   | 99    | 82     |
| Euthanized (sick/inj)  | 1   | 1   | 4   | 4   | 5   | 5   | 6   | 3   | 10  | 4   | 2   |     | 45    | 71     |
| Died   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     | 0     | 1      |
| Bat-Rabies check   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     | 0     | 1      |
| Released/Transferred   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 0   | 1   | 2   | 0   |     | 6     | 14     |
| TOTAL  | 7   | 7   | 18  | 6   | 8   | 12  | 10  | 8   | 48  | 21  | 5   | 0   | 150   | 169    |
| OUTGOING ANIMALS   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Total Animals Out, incl all categories below   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 65  | 90  | 81  | 87  | 50  | 102 | 69  | 91  | 90  | 87  | 79  | 0   | 891   | 816    |
| Cats   | 80  | 60  | 90  | 74  | 71  | 95  | 111 | 122 | 147 | 150 | 162 | 0   | 1,162 | 1,154  |
| Other  | 5   | 28  | 13  | 16  | 9   | 32  | 40  | 21  | 7   | 14  | 14  | 0   | 199   | 164    |
| Wild   | 7   | 7   | 18  | 6   | 8   | 13  | 10  | 8   | 48  | 21  | 5   | 0   | 151   | 149    |
| Died, esc, stolen  | 1   | 0   | 0   | 0   | 6   | 0   | 1   | 4   | 6   | 8   | 2   | 0   | 28    | 29     |
| TOTAL  | 158 | 185 | 202 | 183 | 138 | 242 | 230 | 242 | 292 | 280 | 262 | 0   | 2,431 | 2,312  |
| Animals Adopted  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 12  | 40  | 23  | 27  | 10  | 23  | 15  | 36  | 23  | 27  | 25  | 0   | 261   | 225    |
| Cats   | 60  | 35  | 54  | 53  | 36  | 55  | 65  | 86  | 76  | 106 | 111 | 0   | 737   | 695    |
| Other  | 4   | 10  | 10  | 12  | 5   | 27  | 35  | 16  | 11  | 7   | 11  | 0   | 148   | 102    |
| TOTAL  | 76  | 85  | 87  | 92  | 51  | 105 | 115 | 138 | 110 | 140 | 147 | 0   | 1,146 | 1,022  |
| Animals Transferred  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 5   | 2   | 9   | 13  | 5   | 19  | 9   | 3   | 7   | 7   | 18  | 0   | 97    | 42     |
| Cats   | 2   | 3   | 10  | 3   | 15  | 5   | 19  | 11  | 11  | 11  | 28  | 0   | 118   | 94     |
| Other  | 0   | 1   | 3   | 2   | 3   | 1   | 1   | 1   | 2   | 0   | 0   | 0   | 14    | 16     |
| Total  | 7   | 6   | 22  | 18  | 23  | 25  | 29  | 15  | 20  | 18  | 46  | 0   | 229   | 152    |
| Animals Reclaimed  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 32  | 28  | 26  | 23  | 18  | 31  | 24  | 29  | 33  | 27  | 19  | 0   | 290   | 320    |
| Cats   | 2   | 0   | 2   | 4   | 0   | 6   | 8   | 5   | 8   | 3   | 8   | 0   | 46    | 60     |
| Other  | 0   | 1   | 0   | 0   | 0   | 0   | 3   | 2   | 0   | 0   | 0   | 0   | 6     | 0      |
| TOTAL  | 34  | 29  | 28  | 27  | 18  | 37  | 35  | 36  | 41  | 30  | 27  | 0   | 342   | 380    |
| Animals DOA  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 3   | 3   | 5   | 2   | 2   | 6   | 5   | 2   | 0   | 3   | 4   | 0   | 35    | 45     |
| Cats   | 6   | 12  | 11  | 6   | 6   | 12  | 6   | 9   | 18  | 9   | 6   | 0   | 101   | 151    |
| Other  | 7   | 5   | 12  | 2   | 3   | 6   | 4   | 6   | 37  | 17  | 4   | 0   | 103   | 83     |
| TOTAL  | 16  | 20  | 28  | 10  | 11  | 24  | 15  | 17  | 55  | 29  | 14  | 0   | 239   | 279    |
| All Euthanasia, Died, Escaped, Stolen (from pg 2)  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
| Dogs   | 13  | 17  | 18  | 22  | 15  | 23  | 16  | 21  | 26  | 23  | 13  | 0   | 207   | 195    |
| Cats   | 10  | 10  | 13  | 8   | 14  | 16  | 12  | 11  | 21  | 20  | 9   | 0   | 144   | 177    |
| Other  | 1   | 4   | 3   | 6   | 6   | 11  | 8   | 4   | 12  | 10  | 4   | 0   | 69    | 91     |
| Died, esc, stolen  | 1   | 0   | 3   | 0   | 6   | 0   | 1   | 4   | 6   | 8   | 2   | 0   | 31    | 29     |
| Total  | 25  | 31  | 37  | 36  | 41  | 50  | 37  | 40  | 65  | 61  | 28  | 0   | 451   | 492    |
| EUTHANASIA, DIED, ESCAPED, STOLEN  |     |     |     |     |     |     |     |     |     |     |     |     |       |        |
|  |     | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec   | YTD    |
| Animals Euthanized   |     |     |     |     |     |     |     |     |     |     |     |     |       |        |





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# ANIMAL SERVICES

Proposed

Budget 2023



## JOINT ANIMAL SERVICES

Thurston County and the cities of Lacey, Olympia, and Tumwater established Animal Services through an Intergovernmental Agreement. This agreement provides for the governance and funding structure to operate and maintain an animal shelter on behalf of the participating jurisdictions. The shelter holds impounded or lost animals, animals involved in court action, and owner-relinquished animals. Additional services include licensing, adoption, education, complaint investigation, and enforcement of animal regulations.

The City of Lacey is the lead agency for Animal Services providing administrative and financial management for the inter-governmental agency. Each participating jurisdiction pays an assessment to fund the maintenance and operations of Animal Services. A jurisdiction's population and direct services received are the basis for calculating assessments. The Joint Animal Services Fund reflects these assessments as revenue. Additional funding comes from shelter and license fees charged for services used by the public. Animal Services employed 22 FTE.

The 2023 Joint Animal Services budget will see an increase of \$633,689 to the budget with the majority of the impact in shelter operations. These changes are in line with the Joint Animal Service 5-year Strategic Plan focusing on Goal 2: Expand and improve animal care and programming to support our community's pets and people. Major impacts to the budget include:

- Medical staff (veterinarian and veterinary assistant) - \$240,000
- Adoption Kennels - \$150,000
- Building Feasibility Study - \$200,000
- Salary adjustments - \$73,081

In addition, a rebate will be provided to each jurisdiction for field services in the 2023 budget due to limitations to expanding field service in 2022.

Joint Animal Services is recommending using reserves, including medical reserves for medical staff, to offset the increase to the budget allowing for minimal impact to the jurisdictions for 2023. Joint Animal Services would reduce the use of medical reserves over the next four years.

## BUDGET SUMMARY

The Animal Services budget is organized into six programs.

- Administrative and Support Services
- Shelter Operation
- Field Services
- Licensing
- Grants
- Shelter Debt & Depreciation

The 2023 budget for the Animal Services Fund is **\$3,452,650**.

**2023 PROGRAMS, GOALS & STRATEGIES**

- Become a sustainable organization with the capacity to meet the needs of our community
  - Conduct a feasibility study to assess the current building's capacity and to provide the best care for Thurston County animals.
- Expand and improve animal care and programming to support our community's pets and people.
  - Continue to implement and increase medical care for shelter animals.
  - Create training and development opportunities for staff, focusing on our vulnerable animal populations both within the shelter and in the community.
- Increase accessibility, inclusivity, and enhance community involvement.
  - Develop more collaborations by leveraging our reputation and working with Thurston County entities, stakeholders, nonprofit organizations and businesses.
  - Evaluate language/DEI access of all materials including, brochures, handouts, website, forms (online), etc.
  - Partner with Thurston County entities to promote Joint Animal Services through the marketing and communications teams.

| Account Number                  | Description               | 2021<br>Actual<br>Revenue/Expense | 2022<br>Amended<br>Budget | 2023<br>Adopted<br>Budget |
|---------------------------------|---------------------------|-----------------------------------|---------------------------|---------------------------|
| <i>Joint Animal Services</i>    |                           |                                   |                           |                           |
| <b>Animal Services Revenues</b> |                           |                                   |                           |                           |
| 503-0000-308.00-00              | Estimated Beginning Cash  | -                                 | 500,768                   | 1,140,188                 |
| 503-0000-322.30-01              | Th County-License Sales   | 48,316                            | 66,000                    | 50,000                    |
| 503-0000-322.30-02              | Olympia-License Sales     | 33,300                            | 42,000                    | 35,000                    |
| 503-0000-322.30-03              | Lacey-License Sales       | 27,872                            | 34,000                    | 27,000                    |
| 503-0000-322.30-04              | Tumwater-License Sales    | 13,387                            | 15,000                    | 13,500                    |
| 503-0000-322.30-05              | Dangerous Dog Registrare  | -                                 | 200                       | 200                       |
| 503-0000-337.08-00              | Restricted-Sup/Med/Vaccin | -                                 | -                         | 7,500                     |
| 503-0000-337.39-01              | Th County-Assessment      | 626,171                           | 936,060                   | 914,688                   |
| 503-0000-337.39-02              | Olympia-Assessment        | 285,434                           | 335,024                   | 343,165                   |
| 503-0000-337.39-03              | Lacey-Assessment          | 310,412                           | 341,525                   | 363,240                   |
| 503-0000-337.39-04              | Tumwater-Assessment       | 146,083                           | 159,354                   | 163,257                   |
| 503-0000-341.50-00              | Public Records/Reports    | 2                                 | -                         | -                         |
| 503-0000-341.70-10              | Misc. Taxable Sales       | 218                               | -                         | -                         |
| 503-0000-345.23-01              | Reclaims-Thurston County  | 5,133                             | 6,000                     | 5,000                     |
| 503-0000-345.23-02              | Reclaims-Olympia          | 2,298                             | 2,500                     | 2,000                     |
| 503-0000-345.23-03              | Reclaims-Lacey            | 1,428                             | 3,100                     | 2,100                     |
| 503-0000-345.23-04              | Reclaims-Tumwater         | 600                               | 900                       | 900                       |
| 503-0000-345.23-05              | Reclaims-Non City/County  | 2,131                             | 2,600                     | 2,200                     |
| 503-0000-345.23-10              | Shelter Fees              | 22,551                            | 25,000                    | 20,000                    |
| 503-0000-345.23-20              | Services - JBLM           | 43,940                            | 40,560                    | 40,560                    |
| 503-0000-345.23-30              | Services-Yelm             | 26,250                            | 45,000                    | 45,000                    |
| 503-0000-361.10-00              | Investment Interest       | 12,538                            | -                         | -                         |
| 503-0000-361.10-40              | LGIP Earnings             | 573                               | -                         | -                         |
| 503-0000-361.11-00              | Interest Earnings         | 704                               | 10,000                    | 13,000                    |
| 503-0000-361.32-00              | Unrealized Gain(Loss)     | (4,772)                           | -                         | -                         |
| 503-0000-361.32-02              | Reverse Prev Year Adj     | (12,354)                          | -                         | -                         |
| 503-0000-362.41-00              | Rental Fees Traps         | 763                               | 1,000                     | 1,500                     |
| 503-0000-362.50-20              | Lease - Facilities        | 7,260                             | 7,440                     | 8,022                     |
| 503-0000-367.50-03              | Unrestricted - Private    | 102,497                           | 75,000                    | 85,000                    |
| 503-0000-367.50-04              | Restricted-Special Events | 16,632                            | 14,000                    | 15,000                    |
| 503-0000-367.50-05              | Donation-Via Licensing    | 27,352                            | 32,000                    | 23,000                    |
| 503-0000-367.50-13              | Restricted - Private      | 900                               | -                         | -                         |
| 503-0000-369.10-00              | Sale of Scrap & Surplus   | 1,001                             | -                         | -                         |
| 503-0000-369.13-00              | Proceeds of Capital Asset | 18,459                            | -                         | -                         |
| 503-0000-369.20-01              | Adoptions-Thurston County | 5,096                             | 5,400                     | 5,200                     |
| 503-0000-369.20-02              | Adoptions-Olympia         | 2,748                             | 2,800                     | 2,100                     |
| 503-0000-369.20-03              | Adoptions-Lacey           | 2,440                             | 2,100                     | 2,200                     |
| 503-0000-369.20-04              | Adoptions-Tumwater        | 910                               | 1,000                     | 1,000                     |
| 503-0000-369.20-05              | Adoptions-Non City/County | 6,208                             | 6,000                     | 5,000                     |
| 503-0000-369.20-06              | Adoptions-Promo Project   | 49,555                            | 50,000                    | 60,000                    |
| 503-0000-369.40-00              | Court Fees /Judgments     | 690                               | 500                       | -                         |

| Account Number                             | Description             | 2021<br>Actual<br>Revenue/Expense | 2022<br>Amended<br>Budget | 2023<br>Adopted<br>Budget |
|--|-------------------------|-----------------------------------|---------------------------|---------------------------|
| <i>Joint Animal Services</i>               |                         |                                   |                           |                           |
| <b>Animal Services Revenues-Continued</b>  |                         |                                   |                           |                           |
| 503-0000-369.81-00                         | Cash Over & Short       | 6                                 | -                         | -                         |
| 503-0000-369.90-00                         | Other Misc Revenue      | 441                               | -                         | -                         |
| 503-0006-308.05-00                         | Bldg Depreciation Asset | -                                 | 56,130                    | 56,130                    |
| <b>Total Joint Animal Services Revenue</b> |                         | <b>1,835,173</b>                  | <b>2,818,961</b>          | <b>3,452,650</b>          |

| Account Number                      | Description               | 2021<br>Actual<br>Revenue/Expense | 2022<br>Amended<br>Budget | 2023<br>Adopted<br>Budget |
|-------------------------------------|---------------------------|-----------------------------------|---------------------------|---------------------------|
| <i>Joint Animal Services</i>        |                           |                                   |                           |                           |
| <b>Animal Services Expenditures</b> |                           |                                   |                           |                           |
| <b>General Services</b>             |                           |                                   |                           |                           |
| 503-3901-539.10-01                  | Salaries-Regular          | 129,672                           | 144,370                   | 161,399                   |
| 503-3901-539.10-05                  | Salaries-Overtime         | 205                               | -                         | 500                       |
| 503-3901-539.20-01                  | Employer Paid Benefits    | 44,681                            | 52,712                    | 55,720                    |
| 503-3901-539.20-42                  | GASB68 Pension Expense    | (294,241)                         | -                         | -                         |
| 503-3901-539.41-01                  | Prof. Svc-Other           | 4,840                             | 106,500                   | 200,000                   |
| 503-3901-539.41-05                  | Prof. Svc-Audit           | -                                 | 5,000                     | 5,000                     |
| 503-3901-539.41-26                  | Prof. Svc-Administration  | 126,055                           | 161,378                   | 125,000                   |
| 503-3901-539.43-01                  | Transportation/Per Diem   | -                                 | 3,000                     | 3,500                     |
| 503-3901-539.43-02                  | Dues, Subscriptions, Publ | 250                               | 400                       | 500                       |
| 503-3901-539.43-03                  | Registrations             | -                                 | 1,000                     | 1,000                     |
| 503-3901-539.45-02                  | IMS Rental                | 37,572                            | -                         | 60,587                    |
| 503-3901-539.46-01                  | Insurance-Liability       | 29,039                            | 28,312                    | 40,000                    |
| 503-3901-539.46-06                  | AWC-L & I Pool            | 6,123                             | 6,200                     | 6,200                     |
| 503-3901-539.48-01                  | Rep & Maint-Equipment     | -                                 | 350                       | -                         |
| 503-3901-539.49-12                  | Special Events            | -                                 | 500                       | -                         |
| 503-3901-539.49-25                  | Assessments/Taxes         | 66                                | -                         | -                         |
| 503-3901-539.49-27                  | Bad Debt Expense          | 5                                 | 500                       | 500                       |
| 503-3901-539.49-30                  | Software Maintenance      | 12,375                            | 12,000                    | 13,000                    |
| 503-3901-539.49-32                  | Bankcard Service Fees     | 6,160                             | 6,000                     | 8,000                     |
| 503-3901-539.60-01                  | Capital Outlays-Equipment | -                                 | 9,711                     | 9,133                     |
| 503-3901-539.65-04                  | Depreciation-Equipment    | -                                 | 9,711                     | 9,133                     |
| <b>Total General Services</b>       |                           | <b>102,802</b>                    | <b>547,644</b>            | <b>699,172</b>            |
| <b>Shelter Operations</b>           |                           |                                   |                           |                           |
| 503-3902-539.10-01                  | Salaries-Regular          | 502,728                           | 547,683                   | 869,450                   |
| 503-3902-539.10-05                  | Salaries-Overtime         | 2,598                             | 1,500                     | 1,500                     |
| 503-3902-539.10-06                  | Salaries-Part-Time        | 2,952                             | 10,000                    | -                         |
| 503-3902-539.20-01                  | Employer Paid Benefits    | 290,614                           | 366,885                   | 406,332                   |
| 503-3902-539.31-01                  | Office & Operating Supply | 7,484                             | 10,000                    | 3,500                     |
| 503-3902-539.31-02                  | Small Tools & Equipment   | 1,437                             | 3,500                     | 3,500                     |
| 503-3902-539.31-17                  | Supplies-Uniform Purchase | 2,552                             | 3,250                     | 3,500                     |
| 503-3902-539.35-01                  | Supplies-Food & Cleaning  | 16,804                            | 15,000                    | 18,000                    |
| 503-3902-539.35-02                  | Supplies-Medical/Vaccine  | 13,174                            | 23,000                    | 35,000                    |
| 503-3902-539.35-03                  | Supplies-Euthanasia       | 1,417                             | 1,500                     | 750                       |
| 503-3902-539.35-04                  | Supplies-Microchips       | 3,309                             | 6,700                     | 6,700                     |
| 503-3902-539.41-01                  | Prof. Svc-Other           | 7,366                             | -                         | -                         |
| 503-3902-539.41-19                  | Prof. Svc-Vet Services    | 13,983                            | 26,000                    | 5,000                     |
| 503-3902-539.41-20                  | Prof. Svc-Spay, Neuter    | 22,977                            | 22,000                    | 5,000                     |

| Account Number                       | Description               | 2021<br>Actual<br>Revenue/Expense | 2022<br>Amended<br>Budget | 2023<br>Adopted<br>Budget |
|--------------------------------------|---------------------------|-----------------------------------|---------------------------|---------------------------|
| <i>Joint Animal Services</i>         |                           |                                   |                           |                           |
| <b>Animal Services Expenditures</b>  |                           |                                   |                           |                           |
| <b>Shelter Operations -Continued</b> |                           |                                   |                           |                           |
| 503-3902-539.41-21                   | Prof. Svc-Disposal        | 22,800                            | 21,000                    | 21,000                    |
| 503-3902-539.41-22                   | Prof. Svc-Security System | 4,314                             | 1,000                     | 1,000                     |
| 503-3902-539.42-01                   | Telecommunications        | 14,512                            | 12,000                    | 13,500                    |
| 503-3902-539.42-02                   | Communications-Postage    | 4,306                             | 6,000                     | 6,000                     |
| 503-3902-539.43-01                   | Transportation/Per Diem   | -                                 | 5,500                     | 6,500                     |
| 503-3902-539.43-02                   | Dues, Subscriptions, Publ | 594                               | 900                       | 2,000                     |
| 503-3902-539.43-03                   | Registrations             | 812                               | 5,000                     | 6,000                     |
| 503-3902-539.45-03                   | Copier Rental             | 3,627                             | 6,000                     | 5,000                     |
| 503-3902-539.45-08                   | Lease Miscellaneous       | 7,960                             | 9,846                     | 11,000                    |
| 503-3902-539.46-02                   | Insurance-Fire/Property   | 3,191                             | 2,349                     | 3,013                     |
| 503-3902-539.47-01                   | Utility-Electric          | 20,332                            | 23,000                    | 23,000                    |
| 503-3902-539.47-03                   | Utility-Natural Gas       | 3,541                             | 4,500                     | 6,200                     |
| 503-3902-539.47-05                   | Utility-City of Olympia   | 12,092                            | 14,000                    | 13,000                    |
| 503-3902-539.47-08                   | Utility-Recycled Waste    | 1,451                             | 1,300                     | 2,500                     |
| 503-3902-539.48-01                   | Rep & Maint-Equipment     | 2,875                             | 10,000                    | 10,000                    |
| 503-3902-539.48-03                   | Rep & Maint-Facilities    | 22,481                            | 15,000                    | 15,000                    |
| 503-3902-539.49-02                   | Printing & Binding        | 1,270                             | 1,000                     | 500                       |
| 503-3902-539.49-06                   | Maintenance Contracts     | 1,617                             | 600                       | 750                       |
| 503-3902-539.49-11                   | Public Education          | 5                                 | 1,000                     | -                         |
| 503-3902-539.49-23                   | Custodial                 | 20,411                            | 22,800                    | 19,000                    |
| 503-3902-539.49-25                   | Assessments/Taxes         | 12                                | -                         | -                         |
| 503-3902-539.49-66                   | Senior Animal Adoptions   | 47                                | 500                       | 250                       |
| 503-3902-539.60-01                   | Capital Outlays-Equipment | 2,645                             | -                         | -                         |
| 503-3902-539.60-02                   | Capital Outlays-Replace   | 16,886                            | 15,422                    | 30,324                    |
| 503-3902-539.60-03                   | Capital-Improvements      | -                                 | 70,000                    | 150,000                   |
| 503-3902-539.60-04                   | Capital-Buildings         | 49,506                            | -                         | -                         |
| 503-3902-539.60-99                   | Capitalize Asset          | (23,808)                          | -                         | -                         |
| 503-3902-539.65-04                   | Depreciation-Equipment    | 25,677                            | 15,422                    | 21,343                    |
| 503-3902-539.65-06                   | Depreciation-Improvements | -                                 | -                         | 8,981                     |
| 503-3902-539.80-83                   | Interest-Capital Lease    | 280                               | -                         | -                         |
| <b>Total Shelter Operations</b>      |                           | <b>1,108,831</b>                  | <b>1,301,157</b>          | <b>1,734,093</b>          |
| <b>Field Services</b>                |                           |                                   |                           |                           |
| 503-3903-539.10-01                   | Salaries-Regular          | 201,567                           | 374,624                   | 400,110                   |
| 503-3903-539.10-05                   | Salaries-Overtime         | 2,036                             | 20,000                    | 15,000                    |
| 503-3903-539.20-01                   | Employer Paid Benefits    | 83,774                            | 214,713                   | 204,000                   |
| 503-3903-539.20-03                   | Unemployment Compensation | 12,337                            | -                         | -                         |
| 503-3903-539.31-01                   | Office & Operating Supply | 260                               | 1,000                     | 500                       |
| 503-3903-539.31-02                   | Small Tools & Equipment   | 1,703                             | 4,000                     | 14,000                    |
| 503-3903-539.31-17                   | Supplies-Uniform Purchase | 1,565                             | 3,600                     | 4,000                     |



| Account Number                                  | Description               | 2021<br>Actual<br>Revenue/Expense | 2022<br>Amended<br>Budget | 2023<br>Adopted<br>Budget |
|---|---------------------------|-----------------------------------|---------------------------|---------------------------|
| <i>Joint Animal Services</i>                    |                           |                                   |                           |                           |
| <b>Animal Services Expenditures</b>             |                           |                                   |                           |                           |
| <b>Field Services-Continued</b>                 |                           |                                   |                           |                           |
| 503-3903-539.41-01                              | Prof. Svc-Other           | 1,430                             | -                         | -                         |
| 503-3903-539.42-01                              | Telecommunications        | 8,290                             | 12,900                    | 14,000                    |
| 503-3903-539.42-04                              | Communications-Base Radio | 2,529                             | 3,500                     | 4,400                     |
| 503-3903-539.42-05                              | Comm-Answering Svc        | 2,354                             | 2,000                     | 2,500                     |
| 503-3903-539.43-01                              | Transportation/Per Diem   | -                                 | 5,000                     | 5,000                     |
| 503-3903-539.43-03                              | Registrations             | 1,434                             | 3,000                     | 4,000                     |
| 503-3903-539.44-01                              | Adv/Full-Time Position    | 70                                | -                         | -                         |
| 503-3903-539.46-04                              | Insurance-Vehicle         | 991                               | 1,101                     | 1,101                     |
| 503-3903-539.48-01                              | Rep & Maint-Equipment     | -                                 | 400                       | 200                       |
| 503-3903-539.48-09                              | Rep & Maint-Fleet Mgmt    | 12,606                            | 14,272                    | 16,178                    |
| 503-3903-539.49-02                              | Printing & Binding        | -                                 | 400                       | 400                       |
| 503-3903-539.60-01                              | Capital Outlays-Equipment | 23,260                            | 95,000                    | 95,000                    |
| 503-3903-539.60-02                              | Capital Outlays-Replace   | 2,116                             | 22,635                    | 22,635                    |
| 503-3903-539.60-99                              | Capitalize Asset          | (6,814)                           | -                         | -                         |
| 503-3903-539.65-02                              | Depreciation-Vehicles     | 23,187                            | 22,635                    | 23,581                    |
| <b>Total Field Services</b>                     |                           | <b>374,695</b>                    | <b>800,780</b>            | <b>826,605</b>            |
| <b>Licensing</b>                                |                           |                                   |                           |                           |
| 503-3904-539.31-01                              | Office & Operating Supply | -                                 | 250                       | -                         |
| 503-3904-539.49-02                              | Printing & Binding        | 1,937                             | 2,000                     | 1,500                     |
| <b>Total Licensing</b>                          |                           | <b>1,937</b>                      | <b>2,250</b>              | <b>1,500</b>              |
| <b>Grants, Education and Vet Care</b>           |                           |                                   |                           |                           |
| 503-3905-539.35-02                              | Supplies-Medical/Vaccine  | 14,245                            | 20,000                    | 20,000                    |
| 503-3905-539.41-01                              | Prof. Svc-Other           | -                                 | 10,000                    | 10,000                    |
| 503-3905-539.41-19                              | Prof. Svc-Vet Services    | 38,604                            | 70,850                    | 95,000                    |
| 503-3905-539.49-11                              | Public Education          | 2,620                             | 10,000                    | 10,000                    |
| 503-3905-539.49-69                              | Licensing Assistance Prog | -                                 | 150                       | 150                       |
| <b>Total Grants, Education and Vet Care</b>     |                           | <b>55,469</b>                     | <b>111,000</b>            | <b>135,150</b>            |
| <b>Shelter Debt</b>                             |                           |                                   |                           |                           |
| 503-3906-539.65-06                              | Replacement-Building      | 56,129                            | 56,130                    | 56,130                    |
| <b>Total Shelter Debt</b>                       |                           | <b>56,129</b>                     | <b>56,130</b>             | <b>56,130</b>             |
| <b>Total Joint Animal Services Expenditures</b> |                           | <b>1,699,863</b>                  | <b>2,818,961</b>          | <b>3,452,650</b>          |



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[www.jointanimalservices.org](http://www.jointanimalservices.org)

## 2023 JASCOM meeting schedule

JASCOM meetings are held the first Monday of every month at 5:30 PM.

1. February 6<sup>th</sup>, 2023– 5:30 PM
2. March 6<sup>th</sup>, 2023 – 5:30 PM
3. April 3<sup>th</sup>, 2023 – 5:30 PM
4. May 1<sup>nd</sup>, 2023 – 5:30 PM
5. June 5<sup>th</sup>, 2023 – 5:30 PM
6. July 10<sup>th</sup>, 2023 – 5:30 PM (Rescheduled due to Independence Day)
7. August 7<sup>th</sup>, 2023 – 5:30 PM
8. September 18<sup>th</sup>, 2023 – 5:30 PM (Rescheduled due to Labor Day and September 11th)
9. October 2<sup>nd</sup>, 2023 – 5:30 PM
10. November 13<sup>th</sup>, 2023 – 5:30 PM – JAS Budget Hearing (Reschedule due to election day)
11. December 4<sup>th</sup>, 2023 – 5:30 PM – JAS Budget Hearing



## **Joint Animal Services Commission Director's report**

**December 5<sup>th</sup>, 2022**

### **Operations**

#### **Washington State Attorney General's Office**

I met with Scott Halloran and Brad Roberts, Assistant Attorneys General in the Environmental Protection Division of the Washington State Attorney General's Office. Their work focuses on prosecuting environmental and animal related crimes. Our discussion was around creating a statewide working group devoted to prosecuting animal crimes and to discuss any issues or barriers we are currently facing with prosecuting cases here in Thurston County.

#### **Volunteers**

As we continue to evaluate ways to increase safety for both staff and volunteers, we made safety upgrades for the dog volunteers including:

- A panic button in the meet and greet area. This ensures that if for any reason a volunteer or staff member needs assistance and is unable to use the radio they can hit the panic button and an alarm will sound at the front desk.
- Bags/fanny packs for dog walkers equipped with:
  - A kennel key set
  - Poop bags
  - A clicker
  - An emergency whistle
  - An Air horn (see next section)
  - Dog treats
  - Pocket to hold walkie-talkie

#### **Animal Care**

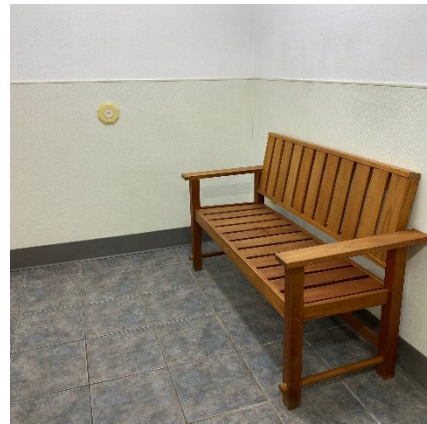
Earlier in November, the shelter unfortunately had a number of animals diagnosed upon intake with several illnesses including Scarcopic and Demodex Mange, Giardia, Coccidia, Feline Panleukopenia, and Ringworm. Several of our back rooms (not open to the public) went on quarantine until we could either treat or clear the animals exposed. Thankfully we only lost one kitten in total to Panleuk. Currently all animals have been cleared of everything but Ringworm, which we will continue to treat. Unfortunately, it can take weeks, and sometimes months for animals to be fully cleared.



**ANIMAL SERVICES**

### **Cat Meet and Greet Room**

For several years, the designated Cat Meet and Greet Room has housed our critter that we up for adoption. With the ingenuity of Liz and the animal care team we were able to move the adoptable critters out into the lobby which allows them to be showcased better, and opened the room back up for volunteers and potential adopters to interact with that cats and kittens available for adoption.





## Joint Animal Services Commission Director's report

### Happy Tails

On November 7<sup>th</sup> JAS staff found a litter of ten puppies, along with two momma dogs left at our door in crates. They were in terrible condition suffering from neglect, severely malnourished, and diagnosed with Scarcopic and Demodex Mange, Giardia, and Coccidia. Unfortunately, one puppies passed immediately after intake, and two were humanely euthanized within the week. Even though we began treatment immediately, but started looking for a rescue that could give more in-depth care, as currently without a medical team, this is beyond our capacity for care. Our friends and partner organization, Kitsap Humane Society, answered our call and took the remaining seven puppies. This is an example of two organizations working together for the best outcome! In the meantime the two momma dogs are being held and treated at JAS.

