



## CITY COUNCIL STUDY SESSION AGENDA

March 25, 2013

7:00 p.m

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. DISCUSSION ITEMS Page #
  - a. Discussion & Update on Potential Off-Leash Dog Area. 3.
  - b. Review of CARES Operational Evaluation. 15.
  - c. Discussion on Amending BMC Title 6, Relating to Pet Licensing Fees for Disabled Persons. 37.
  - d. Discussion on City Council Election by Districts. 41.
5. ADJOURNMENT

### COUNCILMEMBERS

Brian Bennett, Mayor      Lucy Krakowiak, Deputy Mayor      Jack Block, Jr.  
Rose Clark      Bob Edgar      Joan McGilton      Gerald F. Robison

City Hall, 400 SW 152<sup>nd</sup> Street, 1<sup>st</sup> Floor

City Hall, 400 SW 152<sup>nd</sup> Street, 1<sup>st</sup> Floor, 98166



# BURIEN DOG PARK

March 25, 2013

Presentation to the City Council



Steve Roemer, City of Burien

theLAStudioLLC



# BURIEN DOG PARK

## Background

- Early 2012 Parks Board identify dog parks as future agenda item
- Aug/Sept 2012 B-Town Dog (BTD) owners contact City and start to organize
- Sept. 12, 2012 BTD come to Parks Board requesting a dog park in Burien
- Oct. 1, 2012 BTD come to City Council with request
- Nov. 14, 2012 Park Board discussion item regarding next steps
- Dec.– Jan 2013 LAStudioLLC contacts staff offer pro-bono work and enter into a MOU
- Feb. 2013 Staff and consultant perform site visits and prepare preliminary site plans
- Mar. 13 2013 Parks Board hosts public meeting presenting two site and layout options for Hazel Valley and Salmon Creek Parks

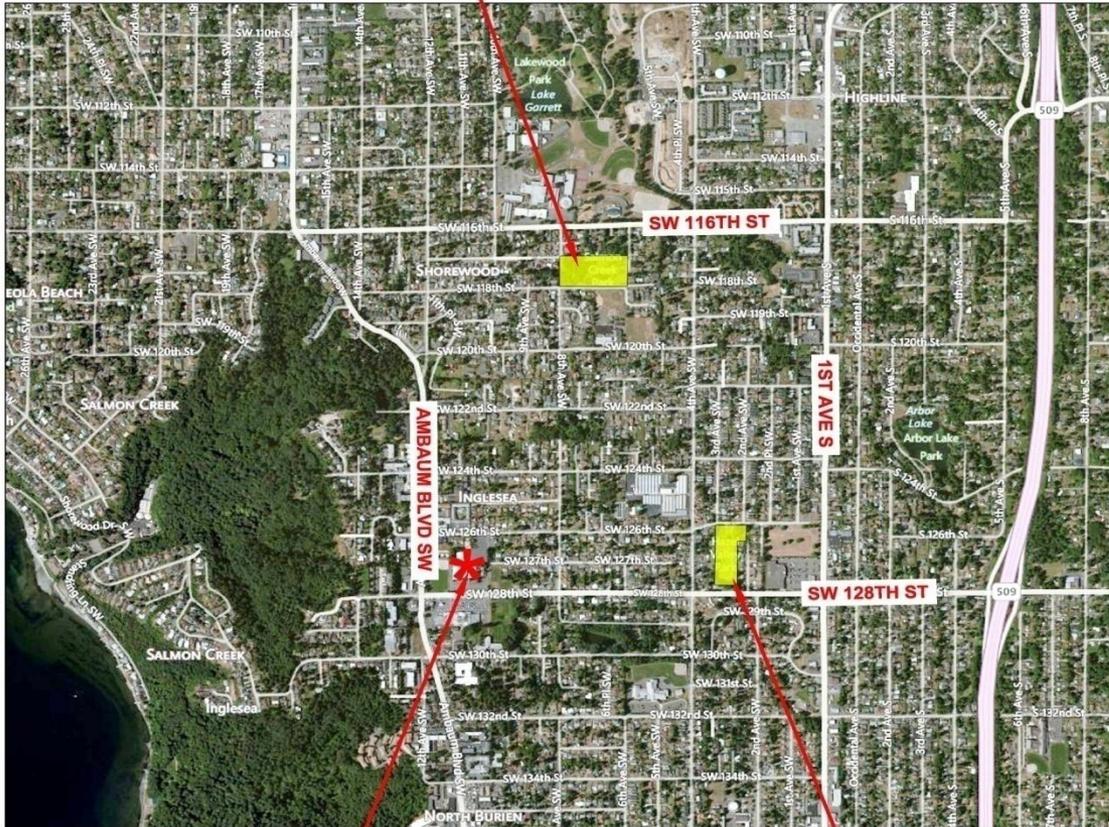
# BURIEN DOG PARK

## Why have a dog park?

- Positive social aspects for owners, as well as dogs
- Provides forum for information sharing and education regarding dog ownership
- Increased positive park activity reduces park negative activities
- Volunteers promote and help with park maintenance
- Existence of a dog park is a community asset and makes Burien a more desirable place to live

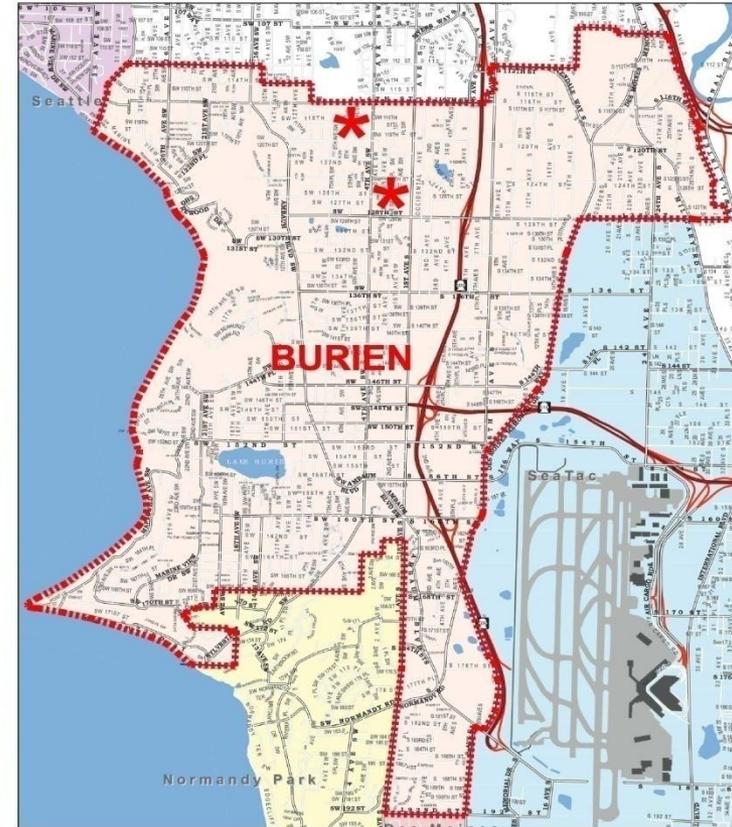
# BURIEN DOG PARK

**SALMON CREEK PARK**



**YOU ARE HERE**

**HAZEL VALLEY PARK**



## Park Locations Burien Off-Leash Dog Park

Burien, Washington

March 13, 2013



Image Not To Scale



# BURIEN DOG PARK



## **SITE INFORMATION**

- 2.84 ACRES

## **SITE OPPORTUNITIES**

- EXISTING PATH CAN BE USED FOR ACCESS.
- AVAILABLE EXISTING WATER METER.
- EXISTING FENCE CAN BE USED.
- EXISTING PICNIC TABLE AND BENCHES.
- EXISTING MATURE VEGETATION.
- CLOSER TO CITY CENTER AND ARTERIAL ROADS.

## **SITE CONSTRAINTS**

- DOG PARK WOULD CONSUME MOST OF THE EXISTING SITE.
- ABUTS SEVERAL RESIDENCES CREATING POTENTIAL NOISE AND SECURITY ISSUES.
- LIMITED NEARBY PARKING.
- LOST USE OF PATH FOR PARK USERS.
- EXISTING UNDESIRABLE VEGETATION AREA TAKES UP USABLE PARK SPACE.
- LIMITED VISIBILITY INTO SITE FROM SW 126TH ST.
- LOSS OF DIRECT PARK ACCESS FOR ADJACENT RESIDENTS (EXISTING GATES).



PRO - EXISTING MATURE VEGETATION



PRO - EXISTING FENCE ALONG PERIMETER OF PARK



CON - DENSE VEGETATED AREA



PRO - EXISTING SITE FURNISHINGS



PRO - EXISTING PATHWAY THROUGH PARK



CON - LIMITED PARKING

## Hazel Valley Park - Site Opportunities and Constraints Plan Burien Off-Leash Dog Park

Burien, Washington

March 13, 2013



# BURIEN DOG PARK



## SITE INFORMATION

- 4.61 ACRES

## SITE OPPORTUNITIES

- MAJORITY OF PARK OPEN SPACE WILL REMAIN.
- AMPLE ON STREET PARKING AVAILABLE.
- ABUTS ONLY ONE RESIDENCE MINIMIZING POTENTIAL NOISE AND SECURITY CONCERNS.
- MATURE WOODED AREAS ADD INTEREST & SITE BUFFER.
- EXISTING PICNIC TABLE AND BENCHES.

## SITE CONSTRAINTS

- NO EXISTING FENCING ON SITE.
- NO EXISTING ACCESS PATH.
- NO EXISTING WATER METER ON SITE.
- FURTHER AWAY FROM CITY CENTER AND ARTERIAL ROADS.



PRO - MATURE WOODED AREA



PRO - AMPLE ON STREET PARKING



CON - NO EXISTING PATHS



PRO - EXISTING SITE FURNISHINGS



PRO - OPEN SPACE / GOOD SITE VISIBILITY



CON - NO EXISTING FENCING

## Salmon Creek Park - Site Opportunities and Constraints Plan Burien Off-Leash Dog Park

Burien, Washington

March 13, 2013



# BURIEN DOG PARK



## Hazel Valley Park - Conceptual Site Plan Burien Off-Leash Dog Park

Burien, Washington

March 13, 2013



# BURIEN DOG PARK

## Neighbor Input:

- Impacts of dogs adjacent to backyard fences and to their dogs
- Won't be able to use my gate from backyard into park
- I work night and sleep day, so concerned about noise
- Park trail used now by neighbors to walk
- Why not use Puget Sound Park?
- Why change this nice neighborhood park?



## Hazel Valley Park - Conceptual Site Plan Burien Off-Leash Dog Park

Burien, Washington  
March 13, 2013



# BURIEN DOG PARK



## Salmon Creek Park - Conceptual Site Plan Burien Off-Leash Dog Park

Burien, Washington  
March 13, 2013



# BURIEN DOG PARK

## Neighbor Input:

- Concern of traffic impacts on 6<sup>th</sup> Ave SW (private) to NE
- Concern of traffic/parking on 118<sup>th</sup> when also have ball games on Highline campus to south (Salmon Creek School)
- Stop sign may be needed at intersection of SW 118<sup>th</sup> and 8<sup>th</sup> Ave SW
- Have current concern with an off-leash pit bull that frequents park
- Why change this nice neighborhood park?



**Salmon Creek Park - Conceptual Site Plan**  
**Burien Off-Leash Dog Park**

Burien, Washington  
March 13, 2013

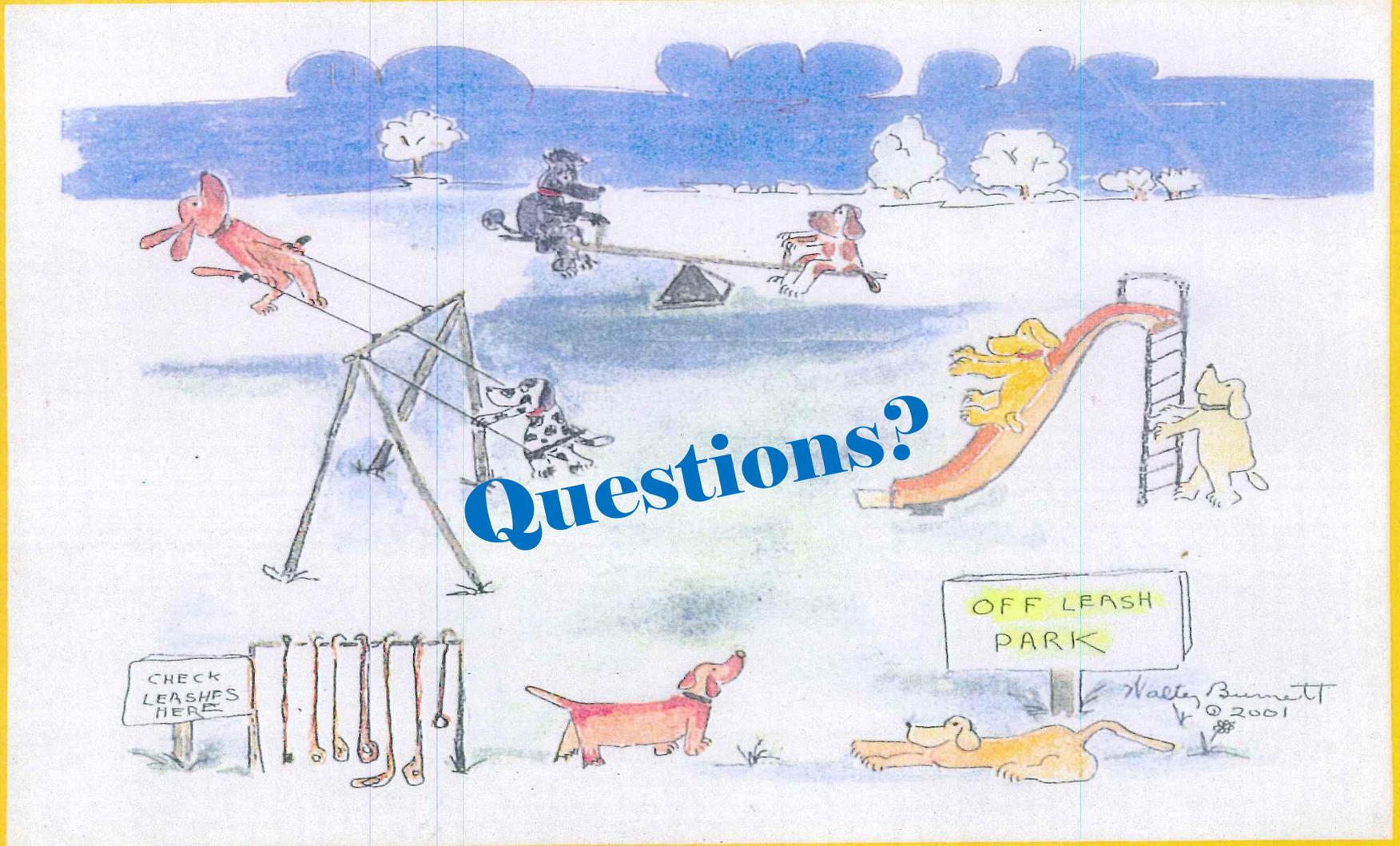


# BURIEN DOG PARK

## Next Steps

- Update Proposal in response to neighbor concerns and Council comments
- Evaluate any other potential locations and community support for project
- Next Public Meeting - Park and Recreation Board meeting on May 8
- Develop Final Program Proposal
- City Council Recommendation June

# BURIEN DOG PARK





# Burien Community Animal Resource and Education Society (CARES)

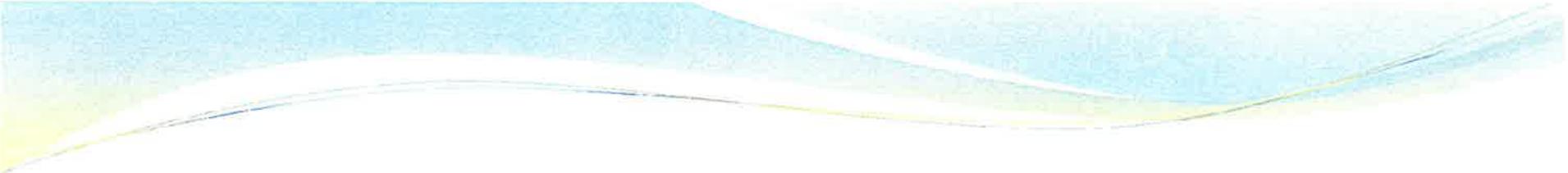
- Operation Review Highlights -

Staff Presentation  
March 25, 2013



## Background

1. In June 2011, the City of Burien and CARES signed the contract for Animal Control Services for the period of June 15, 2011, through May 30, 2014.
2. Animal control service is a discretionary service. There is no Washington State statute that requires cities to provide animal control services or that mandates a particular level of service.
3. The cost saving to the City by contracting with CARES (instead of with RASKC) is about \$360K per year.
4. In 2011, RASKC responded to 4,800 calls in 25 cities. CARES responded to 2,800 calls in Burien from June 2011 - May 2012.
5. CARES provides a dedicated animal control officer for the City of Burien. The RASKC proposal would provide two animal control officers who would serve Burien and six other cities including Enumclaw, Black Diamond, Tukwila, Kent, Covington and Maple Valley. In addition, the same officers would serve Vashon Island and White Center.



## Review Highlight #1

### Reviewer:

Denise McVicker, Deputy Director of the Humane Society for Tacoma and Pierce County

- From 1888-2005, the Humane Society has been both an animal shelter and animal control facility.
- Denise McVicker worked for the Humane Society since 1977. As current Deputy Director, she is responsible for:
  - Day-to-day operation of the shelter, including the direct supervision of all shelter employees.
  - Working directly with the Executive Director & other department directors.
- Additional experience:
  - Up until 2005, Denise McVicker managed animal control contracts for the Humane Society with Pierce County and cities including Tacoma, Federal Way, Lakewood and others.
  - Denise McVicker has chaired hearings of dangerous animal cases, overseen animal licensing department, worked with residents as dispatcher and mediator and conducted performance evaluations for animal control officers.



## Review Highlight #2

CARES is contracting with the City to provide animal control to the City and enforces the animal control regulations.

Denise McVicker concludes that CARES meets public safety needs in term of animal control and fulfilling contract obligations with the City by:

1. Staff respond to service requests within 24 hours.
2. Staff and volunteers observe practices that protect animal health such as changing gloves between cages when cleaning.
3. Cat enclosures were built with appropriate triangulated spacing and materials.
4. Animals picked up are transferred to veterinary hospitals and then returned to CARES if deemed healthy.
5. Animals are scanned for microchips.
6. Staff use various media channels to list lost pets.

## Review Highlight #3

Denise McVicker further concludes that animals are treated humanely, and CARES meets the five freedoms of animal care by ensuring their animals are:

- 1) Free from hunger or thirst
- 2) Free from discomfort
- 3) Free from pain, injury or disease
- 4) Free from fear or distress
- 5) Free to express normal behavior.



Oreo

## In Summary

### Burien CARES:

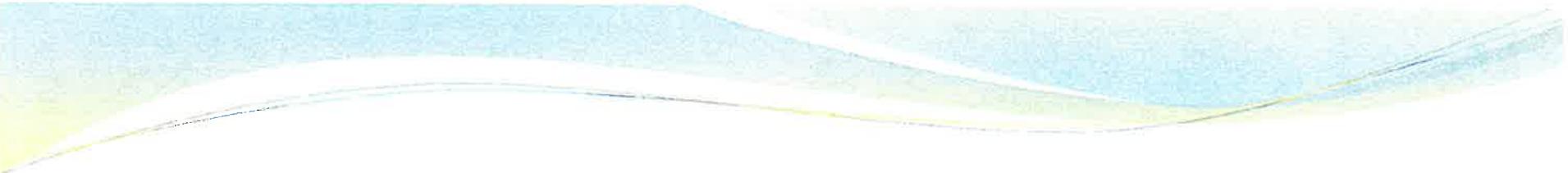
1. Meets its contractual obligations with the City of Burien.
2. Treats the animals under its care humanely.



Sasha



Monty



## Review Highlight #4

Denise McVicker makes recommendations to improve CARES' operations. These recommendations range from easy fixes to ones that take more time and additional funding.

Examples of the easy fixes are:

1. Wearing goggles when handling cleaning chemicals.
2. Entering animal information into the system right away to avoid the risk of forgetting to do it or double-entry later.
3. Only removing cats when necessary when cleaning cages to avoid the risk of stressing out the cats and making them ill.
4. Using fresh water as the primary method of cleaning instead of mopping to avoid cross-contamination.
5. Answering the phone as "Burien Animal Care and Control" as written in the Policies and Procedures Manual.

## Review Highlight #5

### Examples of the fixes that will take additional time or funding:

1. Contracting with CARES to pick up dead animals on the road and public spaces.
2. Training another staff person to back up Ray Helms, the only ACO.
3. Purchasing of commercial sanitizer or dishwasher.
4. Purchasing of uniform and issue badges.
5. Vaccinating live animals upon intake.
6. Hiring a consultant to:
  - a. Train staff in animal behavior assessment.
  - b. Create staff evaluation process.
  - c. Re-evaluate the stray cat policy.
  - d. Other pertinent issues.



Murphy

### Next Steps:

1. Staff to discuss the review with CARES and Denise McVicker.
2. Staff return to Council in April with specific recommendations to implement Denise McVicker's findings. These recommendations may include:
  - a. Additional funding.
  - b. Ongoing evaluation.
  - c. Other contract modification.



Murphy

Questions?



Pedro

## Burien C.A.R.E.S. Program Evaluation

The City of Burien contracts for animal control services with the Community Animal Resource Education Society (C.A.R.E.S.), a 501c(3) non-profit corporation. C.A.R.E.S. is licensed to do business in the City of Burien and has the insurance required by contract. C.A.R.E.S. is listed on the Secretary of State's website and is listed as "Not required to register."

Dr. Leslie Kasper was the initial contractor for the City of Burien once they chose not to renew their contract with King County. Dr. Kasper realized that it was too much work for a single person to do and chose not to continue in the capacity as the provider of Animal Care and Control for Burien. C.A.R.E.S. submitted a bid proposal and was accepted as the Burien Animal Care and Control agency to take over Animal Care and Control. Initially C.A.R.E.S. used PJ's Pet Ranch for the housing of their animals. PJ's Pet Ranch is still utilized from time to time for specific boarding requirements.

Under the contract, C.A.R.E.S. provides animal control to the City of Burien and enforces the animal control regulations set forth in the City's Municipal Code, Ordinance No. 543 which adopted portions of Title 11 of the King County Code. C.A.R.E.S. is meeting the public safety needs in terms of animal control and is open 40 hours per week as specified in the contract.

The evaluation included a 2 day site visit on February 26<sup>th</sup> and 27<sup>th</sup>, 2013. During that time I observed the daily work that the staff and volunteers carried out, interviewed staff and Debra George, and collected printed materials and reports for the study.

### FIELD SERVICES

Ray Helms is the sole animal control officer and he is also responsible for the care and health of the animals. Ray has received the National Animal Control Association (NACA) level 1 training certificate. Part of the training at NACA included bite stick training which Ray has access to in the vehicle he drives. The bite stick is a personal protection device. Ray would benefit from the Washington Animal Control Association Academy (WACA) training. Until this time, Burien's officer has been denied entrance to the academy. I have arranged, with the assistance of Pierce County's Animal Care and Control Supervisor, an opportunity for Ray to enter the academy next year. In order to enter the training program he must complete and pass the background check required by the Criminal Justice Training Commission prior to inclusion in the program. The goal of completing the WACA academy training is recommended. Ray also expressed a clear interest in attending as many other training opportunities as possible. Ray earns approximately \$45,000 per year.

Additionally, Ray would benefit by spending some additional time riding along with experienced Animal Control Officers from some nearby jurisdictions. It is also advised to continue to visit area shelters in an effort to expand learning and incorporate best practices into the daily operation of the C.A.R.E.S. shelter.

Neither Ray nor any other staff have rabies prophylaxis or have had rabies titers performed. Rabies is not endemic to domestic animals in the area of Western Washington and there would be benefit in talking with the Health Department as to their recommendation.

From viewing some of the calls that Ray recently received, it is apparent that he works hard to be sure that all requests for service receive a response or call back within 24 hours, as required by contract. He also makes his contacts personal as he gathers information from the citizen and then makes arrangements for an appointment. Emergency requests have a response time of 30 minutes most of the time.

During conversation surrounding the activities not covered under the contract, I discovered that there is currently no mechanism for reporting the pick-up of dead animals from City roadways and rights-of-way as required by the PPM, page 11. C.A.R.E.S. is not responsible for this task and as such, when an individual has lost their pet, they may not get closure because there is no recording of those deceased pick-ups. Staff said they have never had any reports from Public Works about deceased animal pick-ups. It is necessary for Burien's Public Works department crews to report a description of any deceased domestic animal to C.A.R.E.S. which shall include the breed, color, size, sex and where the deceased animal was found as required in the PPM. C.A.R.E.S. then will maintain the record so that any citizen looking for their lost pet may be apprised of the information.

As I viewed reports of the types of calls that C.A.R.E.S. receives, responds to and completes, it became apparent that the requests for service are not being logged into a database for management. C.A.R.E.S. utilizes the Pet Point software package, a web-hosted product. The company provides web-based training and 24/7 user support. Since Pet Point is a Web-hosted or cloud-based product, they provide backups of the database.

Currently, all requests for service are recorded by hand and counted by hand. Utilizing a database to record and manage all service requests would be responsible, accurate and time-saving. Pet Point has the ability to record those requests and then the officer can complete his report and record the outcome into Pet Point. You can also connect the animals that are impounded as a result of a service request or complaint. Reporting is an automatic process. There are many stock reports available to the agency and recently they have made the ability to write your own reports available. It will allow the user to pull certain information based on the parameters they set. Taking the time to learn all aspects of the program is the major holdback with the current staff limitations.

Currently Ray is the only fully trained staff. Training and daily duties include all animal care, customer service and animal control. If Ray is injured or needs a vacation he has no backup staff with full training. Robert would only be able to take over some of the duties with Debra George giving him direction. This seems to be a liability to the daily operation of C.A.R.E.S. if Ray is not available.

## ANIMAL CARE

There were 3 dogs and 8 cats at the shelter. One of the dogs went home late on the first day. All kennels and cat cages were clean, or in the end process of cleaning when I arrived. C.A.R.E.S. has about 12 regular, reliable volunteers that come to the shelter to help care for the animals. One individual comes daily just to care for the cats. He was thorough and maintained a quiet demeanor as he moved from cage to cage.

The volunteer followed the guidelines for control disease transmission by changing his gloves between cages as required in the Burien Animal Care and Control Policy and Procedures Manual (PPM) page 26. The cat enclosures allow for the ideal triangulated space for the cats as there is approximately 2 feet between the resting, letterbox and feeding areas as recommended in the Guidelines for Standards of Care in Animal Shelters (SOC), page 14. While the material the cat enclosures are constructed of is not ideal, the surfaces were prepared to conform to the standards set by the health department. C.A.R.E.S. was required to seal the surfaces of the enclosures with a product to prevent penetration of liquids. The sealant on the surfaces will wear down over time and will no longer be impermeable which will then allow pathogens to multiply and will be difficult to clean and disinfect.

There is also adequate space between the banks of cat enclosures that face each other. It is recommended that there be a distance of no less than 4 feet to avoid the transmission of aerosolized pathogens. This spacing prevents the spread of feline respiratory viruses.

The SOC document was published by the Association of Shelter Veterinarians and is included as an attachment to this evaluation. I recommend that each staff person familiarize themselves with this document as it is the gold standard for shelter animal care and that it be required reading for any and all future staff as well. Many of the policies and procedures in the PPM are taken directly from the SOC.

During cleaning, cats are regularly removed from their cages into a small visitation room. This is unnecessary as the recommendations of the SOC and best practices recommends that unless the cage itself is soiled, there should only be spot cleaning done with the cat remaining in the cage as it may reduce stress and therefore illness in the feline population. In fact, this information is included in the PPM. The exceptions to this practice listed in the PPM include times of disease outbreak or if the cages are heavily soiled with mucus, feces, blood or urine, if the cat poses a danger to human safety, or when a new cat is being placed into a cage vacated by another cat. Currently the floor and items in the visitation room are not cleaned or sanitized between cats which can cause the spread of disease. The Infection Control Plan (ICP) says if the animal is moved it should be into a temporary cage which is cleaned and disinfected after each use which is more appropriate if the cat is removed from its cage during cleaning.

The products used, as recommended by the King County Health department, are approved for cleaning and disinfection around dogs and cats. However, the mixing of the product requires personal safety considerations. Chemical goggles may be required in

the case of possibility of splash with Fabuloso, bleach or Top Performance 256. The 256 product is mixed in the ratio of 1:25. At the time of mixing a new bottle to spray the kennels, I noted there were no personal safety devices worn by the staff. There was also not an easily consulted mixing chart for the product dilution ratio. The product was poured from a larger storage bottle into a spray bottle. Once the staff realized the product should be diluted the excess product was poured back into the original storage container. The bottle was then consulted for the appropriate ratio. Splashing or skin contact could have occurred at either time.

The current process for cleaning the dog kennels is to spray the diluted Fabuloso mixture on the walls, floors and gate surfaces, scrub with a brush and then mop the excess product out with a mop or towel. Then the surfaces are sprayed with 256, allowed to work for 10 minutes and then hand wiped with a towel. The PPM lists that the solid fecal material be scooped; detergent sprayed on every surface and scrubbed with a stiff brush; cage walls and floors and then rinsed; spray all surfaces with disinfectant and after 10 minutes rinse with clear water. Then the runs are to be squeegeed dry. There is currently no rinsing with fresh water during the cleaning process, except when the kennel run needs the initial organic material removed that cannot be removed with a scoop. The cleaning process needs to be updated in the kennels to conform to the PPM. Currently the ICP says to rinse surface with clean water which is in alignment with the PPM and SOC.

Fabuloso is mixed with bleach for the mopping of floors and cleaning of walls in the kennel and other areas. This is not appropriate as the label for Fabuloso lists that strong oxidizing agents are incompatible with the product. Bleach is an oxidizing agent and as such should not be mixed with Fabuloso. There were separate MSDS sheets for Fabuloso and bleach in the PPM notebook.

The animal control vehicle is cleaned in the same way as the kennels are currently cleaned.

The application of Fabuloso is for cleaning and detergent effect only. Fabuloso is not a disinfectant. All organic material must be cleaned from surfaces for disinfecting agents to work. The SOC clearly states that once the surface is clean or organic material, there must be the application of a disinfectant at the correct concentration and for sufficient time, rinsing and drying. 256 is a disinfectant, as is bleach. Mixing Fabuloso with bleach is not a substitute as the two products together do not provide the necessary or proper cleaning and disinfection.

Wherever possible, mopping should be avoided and hosing should be the primary method for rinsing. Mopping one kennel or area and then using that contaminated water to mop another area is counter-productive.

Pet food and water dishes are washed in a sink in the kennel area. There is currently inadequate sink and counter space to provide for the disinfection of pet dishes. The sink has a single compartment. Dishes are washed with detergent and rinsed and then placed to dry on a towel on the counter next to the sink. Without the use of a commercial

sanitizer or commercial dishwasher the recommendation would be to dip the dishes in an appropriately diluted bleach solution, using a separate container for the mixture and then allow them to air dry on a raised platform such as a sink drainer. If a towel is used for the dishes to drain upon then it must be changed regularly to prevent any contamination.

Litter boxes are washed with detergent and water and are not disinfected between cats. It is advised that litter boxes should be disinfected between cats.

There are exhaust fans located in both the dog kennel area and the cat enclosure area. The one in the dog kennel handles 1500 CFM and the kennel area is approximately 1200 sq ft. The SOC calls for 10 to 20 per hour as the standard recommendation. Provided there is adequate outside air and the fan is working to capacity, the dog kennel area seems pretty close to the requirement. For actual verification it is recommended a HVAC company be hired that can measure the air changes per hour to see if the building conforms to the standard.

The quarantine room presents some unique challenges. This is a room that is within the dog kennel area but is a separate room. It is completely enclosed and has no separate ventilation system. It is used as the initial holding place for many of the animals that come into the shelter on either the weekend or a holiday. The area has a large crate placed upon a wooden pallet. The pallet should be removed from the room as it is nearly impossible to properly disinfect.

This room is also used for short term quarantine if there is a dog that has bitten and it needs to be confined away from other animals and people until it can be boarded for quarantine at one of the veterinary hospitals. It is recommended that the room have a lock that requires a key or combination to open the door so that volunteers or the public does not inadvertently enter the room if it contains an animal being held for biting for the short term. There are no additional spaces available besides this one room that allows for isolation in the case of multiple animals coming in at once or multiple aggressive animals. In some cases, whenever possible, biting animals are quarantined at their owner's home when the owner is known and the owner has adequate confinement. The dog kennels are arranged in such a way that they do not face each other and would work for separation of dogs that are easily confined and do not pose an escape hazard. Padlocks should be available to lock the kennels that contain stray dogs. This will assist in keeping the dogs secure as they wait for their owner to claim them. There is a duty and responsibility to keep animals that are not yet the property of the shelter safe and secure while they wait for their stray hold time to expire. There are currently no written protocols in place for the handling of dangerous or potentially dangerous animals. Ray admitted that these are in his head and need written documentation.

If an animal needs to be quarantined from the rest of the population because it is ill, upon impound it remains at the veterinary hospital for boarding until the veterinarian deems it healthy to return to the shelter.

If a stray dog comes in delivered by a member of the public, it is placed in the quarantine room while waiting for an opportunity to visit the veterinarian. If the animal is picked up by staff during regular business hours it is transported to the veterinary hospital first and then to the shelter if it is determined to be healthy. All incoming animals see a veterinarian at either Burien Veterinary Hospital or South Seattle Veterinary Hospital. This happens sometime between less than a day and the 3rd day after the animal is brought to the shelter. The animals are not normally vaccinated at intake or initial examination, but after the stray hold period is up and the animal is determined to be healthy and friendly. If, at the time of impound, the animal appears ill or injured then the visit to the veterinarian is immediate. Injured animals are stabilized and given pain medication. If the animal is seriously injured the veterinarian may make the decision to euthanize. C.A.R.E.S. regularly makes decisions to treat and repair all otherwise healthy animals.

There is a separate space away from the cat enclosures that has 2 large crates to keep any stray or feral cats the shelter may get. Any cat that is examined by the veterinary clinic after intake and is found to be ill does not return to the shelter. This lowers the risk of illness for the rest of the feline population.

### ANIMAL INTAKE

The contract that C.A.R.E.S. has with the City of Burien specifically requires them to apprehend and impound stray dogs. For any evictions or other police actions, all animals are taken immediately – no questions asked. There is no specific requirement to take stray cats, nor is there a requirement to accept owner surrendered animals. C.A.R.E.S. accepts, from time to time as space and resources allow some owner surrendered animals. There is a fee that normally ranges between \$50.00 and \$125.00.

C.A.R.E.S.' website states that it accepts most stray animals. In speaking with staff it seems that it does not regularly accept stray cats. The "Cat Policy" says that finding and working with the owner is preferable to the pet's uncertain future in a shelter environment. How would the Animal Care and Control Officer (ACCO) locate the owner? Certainly if a citizen shows up with a cat at the shelter they will probably be unwilling to take it back to the neighborhood and find the owner. Where would someone look for their lost cat if C.A.R.E.S. regularly rejects stray cats? I used several scenarios where someone may bring in a cat that would be considered stray and was told that it was considered as taking someone's property and they would ask the person to return it to where it was found. Under the adopted KCC 11.40.230 Nuisances defined: "any domesticated animal that enters upon a person's property without the permission of that person" may be deemed a nuisance and thereby impounded. C.A.R.E.S. staff asks the person with a stray cat to return the cat to where they found it. This may seem practical, but if a property owner does not wish the cat to continue trespassing and C.A.R.E.S. refuses to take the animal then there is the distinct possibility that the animal may come to harm. Individuals may take the animal to an area completely unfamiliar to the cat and therefore lowers the cat's opportunity to be reunited with the owner. Any stray should be housed at the shelter for the area in which the animal is found which increases the

likelihood that an owner will go to the correct shelter. Harm may come to the animal because of a frustrated public as well. I would recommend that the code and practice of not taking stray cats be re-examined and that a solution be found to serve the animals and the public. The ACCO will take a stray cat when there seems no other alternative and the person with the cat is uncooperative with regard to returning the cat to the location it was found.

C.A.R.E.S. also loans humane traps for animals. If a feral cat comes to the shelter in a trap, it is altered at the Feral Cat Spay Neuter Project and then returned to the area it came from. I asked what happens if the cat in the trap is tame and friendly. The answer was to ask the person to take it back to where found as it is property. The practice of loaning traps but turning away some animals is in conflict. The contract with the City of Burien requires C.A.R.E.S. to stock dog and cat traps as well as carrying cases for use by residents.

None of the dogs or cats is vaccinated upon intake. This practice is recommended both by the PPM, page 19 and the SOC, page 25. Studies suggest that approximately 50% of all animals entering a shelter have not been vaccinated. The practice of vaccinating upon intake and maintaining a clean environment are paramount for animal health. Exercising one practice without the other will guarantee failure at some point. The protocol for the vaccination of incoming stray and unvaccinated owner surrender animals should be discussed with the veterinarians C.A.R.E.S. currently uses for their animal examinations.

All animals have their description entered into the Pet Point database. There is currently no standard set for the entering of animals into the database. It is recommended that all animals have their information entered into the database by the staff person that accepts the animal within 10 minutes of the animal entering the building. There is a need for the purpose of tracking and transparency to include the animal in the inventory as soon as possible once it enters C.A.R.E.S.' custody. One cannot guarantee continuity if there is no protocol in place for the inventory. Currently if an animal comes in while the ACCO is gone from the building, he cannot be assured that the animal has been entered into the database. It is currently difficult for him to look in the computer to locate the animal to be sure it has been input into the database once he returns to the shelter. C.A.R.E.S. should definitely avoid double entry of the animal. Again, finding the time to learn more about the program should make their job easier. The data will only serve you if all data is entered in a timely and consistent fashion.

All animals that enter C.A.R.E.S. are scanned for a microchip with a Home Again Scanner. Home Again scanners have the ability to read all types of chips regardless of their MHz. If a chip is located this will aid in the location of an owner.

All animals entering the shelter should be identified with a paper collar that contains the animal's I.D. number, per PPM, page 20. This helps prevent mix-ups, especially when the animal does not have a microchip or visible I.D. and may resemble another animal in their care at the same time.

Volunteers and staff use different media to list pets that have been found: Craig's list, Facebook and Petango, which interfaces with Pet Point. Animals are also loaded manually onto the C.A.R.E.S. website, usually by volunteers.

If someone is missing their pet they can call C.A.R.E.S. or come to the shelter. Staff will find out details about the missing pet and then try to match the person to one of the found pets. The person missing their pet will have to give staff a description and location where the pet was lost. C.A.R.E.S. does not allow access to the stray dog kennel to the public, but instead will bring the animal to the citizen in the public area or one of the dog visitation areas near the lobby. C.A.R.E.S. endeavors to match the pet to the owner by using the location where the pet was found and proximity to where the owner lives; description given by the owner of the missing pet and then reaction of the animal to the individual. The owner must present I.D. and then pays an impound fee, unless the pet is currently licensed, a processing fee and boarding costs. They must also purchase a pet license if they do not have one. C.A.R.E.S. staff should be sure the animal is wearing its license when it leaves the shelter. This plants the seed for the owner to realize the value of their pet wearing visible I.D., which if the pet was wearing at the time of impound would have had the pet back home and not at the shelter on its first impound.

Typically C.A.R.E.S. handles stray and owner surrendered dogs, mostly owner surrendered cats and occasional stray cats. They have also handled chinchillas, a snake, a lovebird, rabbits and a ferret.

### ADOPTION

Because C.A.R.E.S. restricts and manages their intake of owner surrendered animals to avoid having the shelter become full, they are fairly successful at placing animals in homes. C.A.R.E.S.' adoptable animals are listed on their website and other social media in order to give them exposure to families looking for a pet. Currently the average length of stay for an owner surrendered animal to find a new home is 26.8 days. The average for stray animals from the time of intake to the time of outcome is 20.8 days. These averages take into account the fact that some lost pets go home within 1 to 2 days of being lost and the others that are not redeemed wait many more days for adoption.

All adopters are charged an adoption fee. Sometimes the fees are reduced or even waived when someone chooses a pet that has a medical bill that either has been incurred or still has need of additional medical care. If an individual is willing to take the pet that is still under or in need of medical care, an appointment is made and the animal is taken to the veterinarian. The bill comes to C.A.R.E.S. and then the new owner reimburses the fees paid. This allows an animal to find a forever home while making concessions for total adoption costs.

All adopted animals are altered prior to placement. PIMA does most altering, except large dogs and cryptorchid surgeries which are sent to Burien Veterinary Hospital. Cat alter surgeries are done at the Feral Cat Spay Neuter Project. In some cases, an animal may be fostered for the weekend by the prospective adoptive family if the animal is a few

days from their surgical appointment. C.A.R.E.S. then picks the animal up from the foster parent(s) and delivers it to the veterinarian for surgical altering. The adoption will take place after the animal is surgically altered.

Currently C.A.R.E.S. will make an effort to place any and all dogs. Staff and volunteers work with shy, fearful and aggressive dogs. Frequently staff and volunteers will bring the dog into the office area to work on socializing. At this time there is no established protocol in the PPM that states when an animal should not be considered for adoption. Currently, C.A.R.E.S. feels they are being examined by the community under a microscope and must place any and all animals. This includes placing dogs and cats that have bitten for adoption.

By placing animals that have bitten or acted aggressively to humans or domestic animals, there is a huge liability on the placement agency and the contracting city. SOC and best practices recommend that assessment of an animal's behavior must ~~begin~~ at the time of intake. Some behavior issues such as fear or aggression affect how the animal may be handled. Behavior evaluations and documentation of behavior should be performed on all animals prior to re-homing. C.A.R.E.S. has a need to develop an evaluation assessment which should be done by consulting with someone familiar with the science of behavior assessment. Staff performing the assessment(s) must receive adequate training. It should be an overall assessment that includes: information taken at intake, behavior during the stay at the shelter and behavior at a formal evaluation. A behavior assessment form used by The Humane Society for Tacoma and Pierce County and other shelters has been provided to Debra George, but there is a need for training before the form is used with any regularity for C.A.R.E.S.' animals.

Pressure from the public to place "all" animals should not override common sense. There is a duty to citizens not to place an animal that has bitten into a new home. 3<sup>rd</sup> party litigation is not uncommon and since the current adoption contract does not actually transfer ownership of the dog to the adoptive owner there is the outward chance for the liability that I am speaking about. If the animal cannot be safely handled and is not safe for the public in an adoptive home, consideration should be given for euthanasia. It would be difficult to find a rescue agency that places biting animals or animals that have attacked and/or killed a domestic animal. Most don't.

### **NON-PROFIT STATUS & VOLUNTEERS**

As a 501c(3) C.A.R.E.S. has a plan to augment their donation goal. They had a comedy show that raised \$5,000.00. The goal for 2013 is \$20,000.00 and they are looking at other means to increase their total donations. Currently donors of in-kind donations are added into Pet Point, but there is no immediate acknowledgment of the donor. The quick turn-around in acknowledgment is key to keeping donors as well as letting them know their donation is important to your mission.

"Donations" are gifts. They are freely given by individuals who care about what you do and want to support you. But like any other gift, unless the giver is thanked, and assured

that the money was used well, they will not be motivated to give again. And they won't encourage others to give. So if you don't need donations, and would rather not receive them, then don't thank the giver. But if you do want these gifts, you need to treat them as gifts

C.A.R.E.S. relies on volunteers to supplement the daily work done by staff. It is apparent that without volunteers, C.A.R.E.S. could not provide the level of care that is needed for the animals in the shelter. Volunteer minimum age is 14 and older without a parent present. There are no payments to the Department of Labor & Industries for injury to volunteers, but they are instead covered through C.A.R.E.S.' Insurance policy according to Debra George. Volunteers are required to read the animal care protocol notebook and then sign that they have read the document. There is a need for documentation of training and competency levels of volunteers that are entrusted with the care of Burien's animals. I can provide checklist outlines as examples for the volunteer program at C.A.R.E.S. that can be modified to the tasks that volunteers handle.

Volunteers are primary to many tasks at Burien C.A.R.E.S. They clean cages, walk dogs, take laundry to the Laundromat, help with phone calls and generally assist with shelter duties. Based on the current staffing level and the lack of documentation about the level of training that volunteers have received, I would recommend that the minimum age of volunteers might be moved up to a more responsible age of volunteer until C.A.R.E.S. has adequate staff and time for training and documentation.

### FIRST AND FINAL IMPRESSIONS

One of the first things I noticed is the staff and persons employed from the DSHS program answered the phone as "Burien Animal Control". The title that is in the contract and PPM manual both refer to the correct use of the program name as "Burien Animal Care and Control." This is an important distinction to public perception and consistency within the organization is also important. The "CARE" portion of announcing who they are will do much to assist in letting everyone know who they are and what they do. If all staff and volunteers believe they are there for the "CARE" of the animals in Burien it assists in their persona presented to the citizens of Burien. All documents and printed materials with the title of Burien Animal Control should be changed to "Burien Animal Care and Control" for consistency as well. As documents are updated, notice should be made that several contain names of persons responsible for certain actions that are no longer employed at C.A.R.E.S.

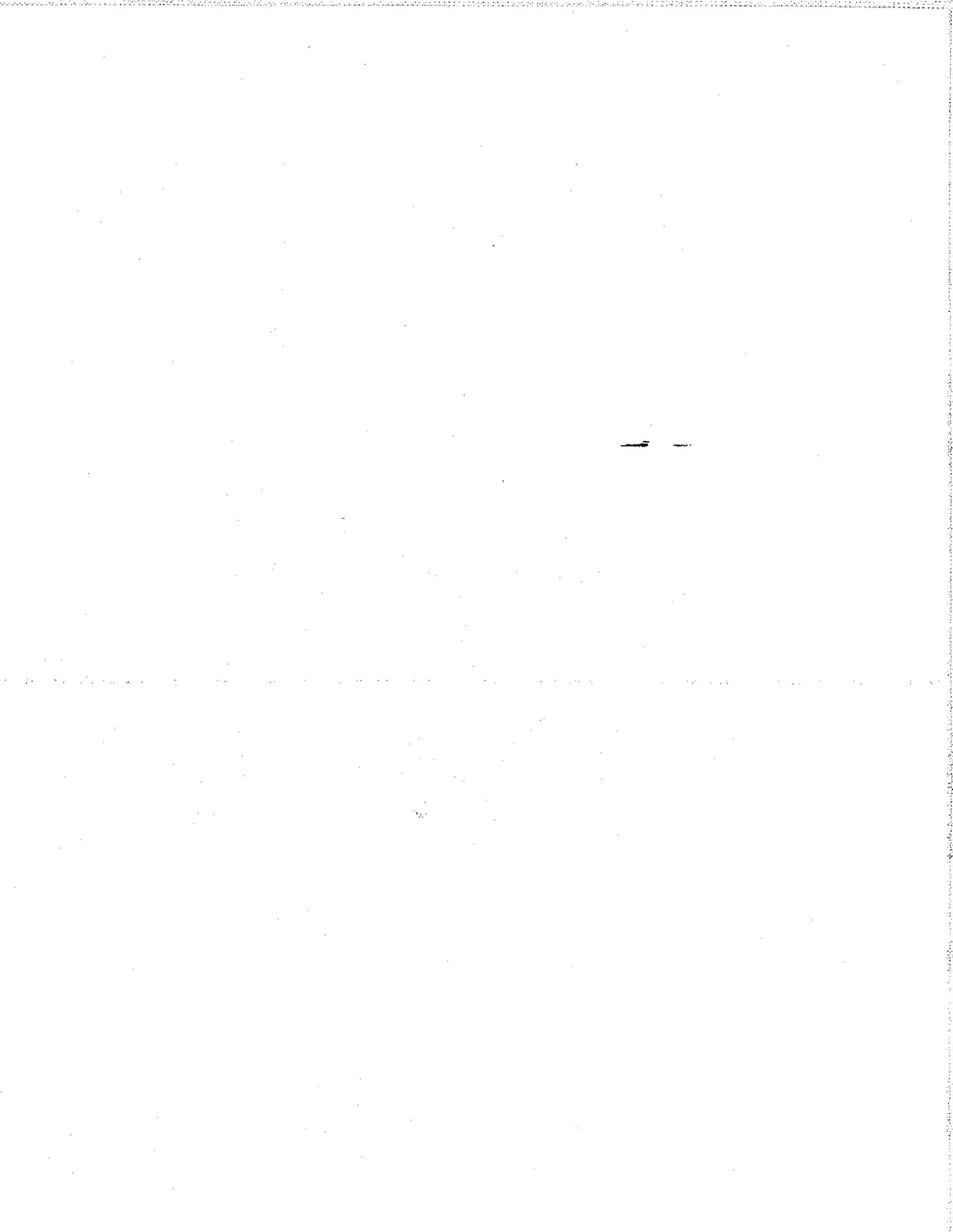
- The City of Burien produced a P.S.A. to work on community outreach for the citizens.
- C.A.R.E.S. director, Debra George, is promoting the shelter at the farmer's market.
- The Animal Control Officer does not appear as professionally dressed as officers in other jurisdictions in an attempt to appear more approachable. Is this the correct

approach? Staff and volunteers wear no identification to designate who they are or what job they perform.

- Is there a mixed message from the City of Burien regarding the duties of C.A.R.E.S. - softer and kinder vs "doing their job?"
- Staff and volunteers feel they are always under scrutiny and always have to be "on guard" to what the public perception will be of any of their actions.
- During conversations I encouraged them to be transparent and keep being "up front" in all they do so the public will become trusting.
- Debra George takes no salary for the work she does. The public may find this difficult to believe. Perhaps this transparency will assist in the public believing that C.A.R.E.S. is there for the animals and the City of Burien.
- Is there a process in place to evaluate the contract on a yearly or more often basis? Per contract, there is monthly reporting but that may not be enough. Reporting numbers does little to show progress to individuals not involved in the shelter world. One approach might be a quarterly state of C.A.R.E.S. report so that the City Manager and City Council are aware of the progress C.A.R.E.S. is making. Also helpful might be a comparison of statistics for the same period of time the year prior.
- There is a need for policy enforcement, training documentation and daily and weekly checklists. Verification of daily work performed through the use of checklists and oversight of the work done are paramount to the health and well-being of the animals. Follow-up is required of checklists to be sure the work done is of high quality. Checklists should be looked over and must not just be filed.
- Documentation of training that other paid staff receive must be documented. The checklist outlines can be useful for this as well. Training should include minimum standards, expectations and access to lists of duties. There should also be yearly performance evaluations of staff.
- There are no standards set for the standards of care in the shelter in the contract between Burien and C.A.R.E.S. Currently the 5 freedoms are being met: freedom from hunger or thirst; freedom from discomfort; freedom from pain, injury or disease; freedom to express normal behavior and freedom from fear or distress.
- The "Infection Control Plan" should be updated to match the PPM and SOC as there are some inconsistencies.

Respectfully submitted,

Denise McVicker, Deputy Director  
The Humane Society for Tacoma & Pierce County



# CITY OF BURIEN, WASHINGTON

## ORDINANCE NO. 579

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### AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AMENDING TITLE 6 OF THE BURIEN MUNICIPAL CODE RELATING TO ANIMAL CONTROL LICENSING BY REDUCING PET LICENSE FEES FOR DISABLED PERSONS.

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WHEREAS, Burien Municipal Code 6.05.200 provides reduced pet license fees to senior citizens but not to disabled persons(s);

WHEREAS, the Burien City Council desires to amend BMC ~~6.05.200~~ to include reduced pet license fees for disabled persons;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Amendment to BMC 6.05.200. Section 6.05.200 of the Burien Municipal Code is hereby amended to read as follows:

#### **6.05.200 General provisions and licensing – Adopted by reference.**

(1) The following sections of Chapter 11.04 KCC, as now in effect, and as may be subsequently amended, are adopted by reference, except that, unless the context indicates otherwise, the word “county” and the words “King County” shall refer to the city, references to violations of the county code or county ordinances shall be deemed to be references to violations of city ordinances, and references to “animal care and control authority or section” shall be deemed to be references to the city’s finance department for the purposes of the licensing responsibilities of Chapter 11.04 KCC and shall be deemed to be references to the city’s animal control entity and personnel for the purposes of the enforcement and inspection responsibilities of Chapter 11.04 KCC, and except that the pet license fees in KCC 11.04.035A.1, 2, and 3 shall be \$50 Unaltered, \$15 Altered, \$0 Juvenile, \$15 Senior citizen dog or cat, and \$15 Disabled person dog or cat:

#### KCC

11.04.010 Purpose.

11.04.020 Definitions.

11.04.030 Dog and cat licenses required.

11.04.033 Animal shelter, kennel, grooming service, cattery and pet shop – General licenses – Requirements.

11.04.035 Dog and cat license fees and penalties.

11.04.040 Animal shelter, kennel and pet shop license – Required.

11.04.050 Animal shelter and kennel license – Information required.

11.04.060 Hobby kennel license – Required.

- 11.04.070 Animal shelters, kennels and pet shops – Reporting required.
- 11.04.080 Animal shelters, kennels and pet shops – Inspections.
- 11.04.090 Animal shelters, kennels and pet shops – Conditions.
- 11.04.100 Animal shelters, kennels and pet shops – Conditions.
- 11.04.110 Animal shelters, kennels and pet shops – Outdoor facilities.
- 11.04.120 Grooming parlors – License required.
- 11.04.130 Grooming parlors – Conditions.
- 11.04.140 Animal shelters, hobby kennels, kennels, pet shops, grooming parlors, guard dog purveyors, guard dog trainers and guard dog owners – Additional conditions.
- 11.04.150 Licenses, registrations – Revocation, suspension or refusal to renew.
- 11.04.160 Licenses, registrations – Revocation or refusal waiting period.

(2) Pet Shop License Exemption for Feed Stores for Seasonal Sales. Feed stores which sell live chickens, ducks, or rabbits on a seasonal or other temporary basis are exempt from obtaining a pet shop license under KCC 11.04.040. [Ord. 227 § 1, 1998; Ord. 11 § 2, 1993]

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall take effect five days after publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

CITY OF BURIEN

\_\_\_\_\_  
Brian Bennett, Mayor

AUTHENTICATED:

\_\_\_\_\_  
Monica Lusk, City Clerk

Approved as to form:

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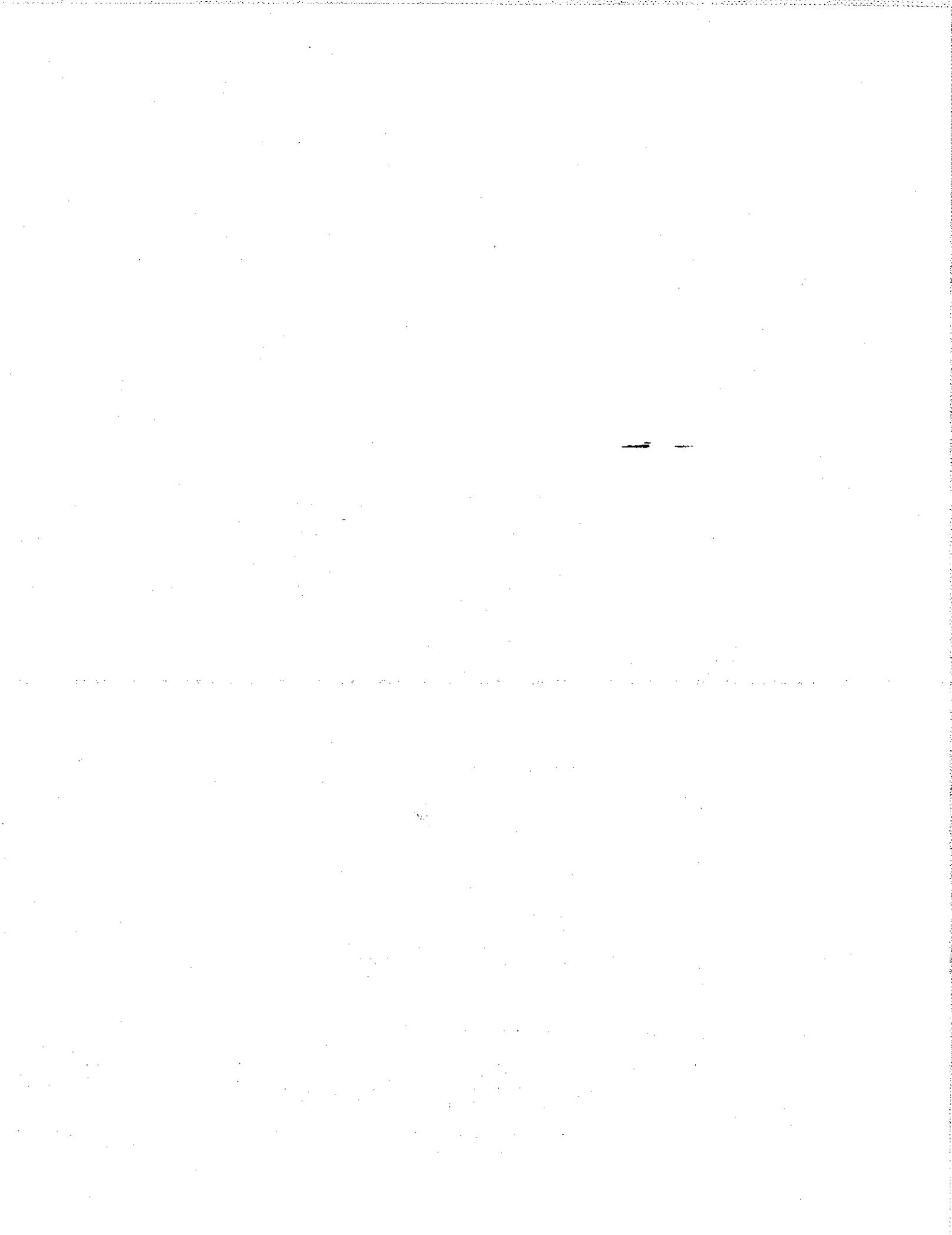
Craig D. Knutson, City Attorney

Filed with the City Clerk:

Passed by the City Council:

Ordinance No. 579

Date of Publication:



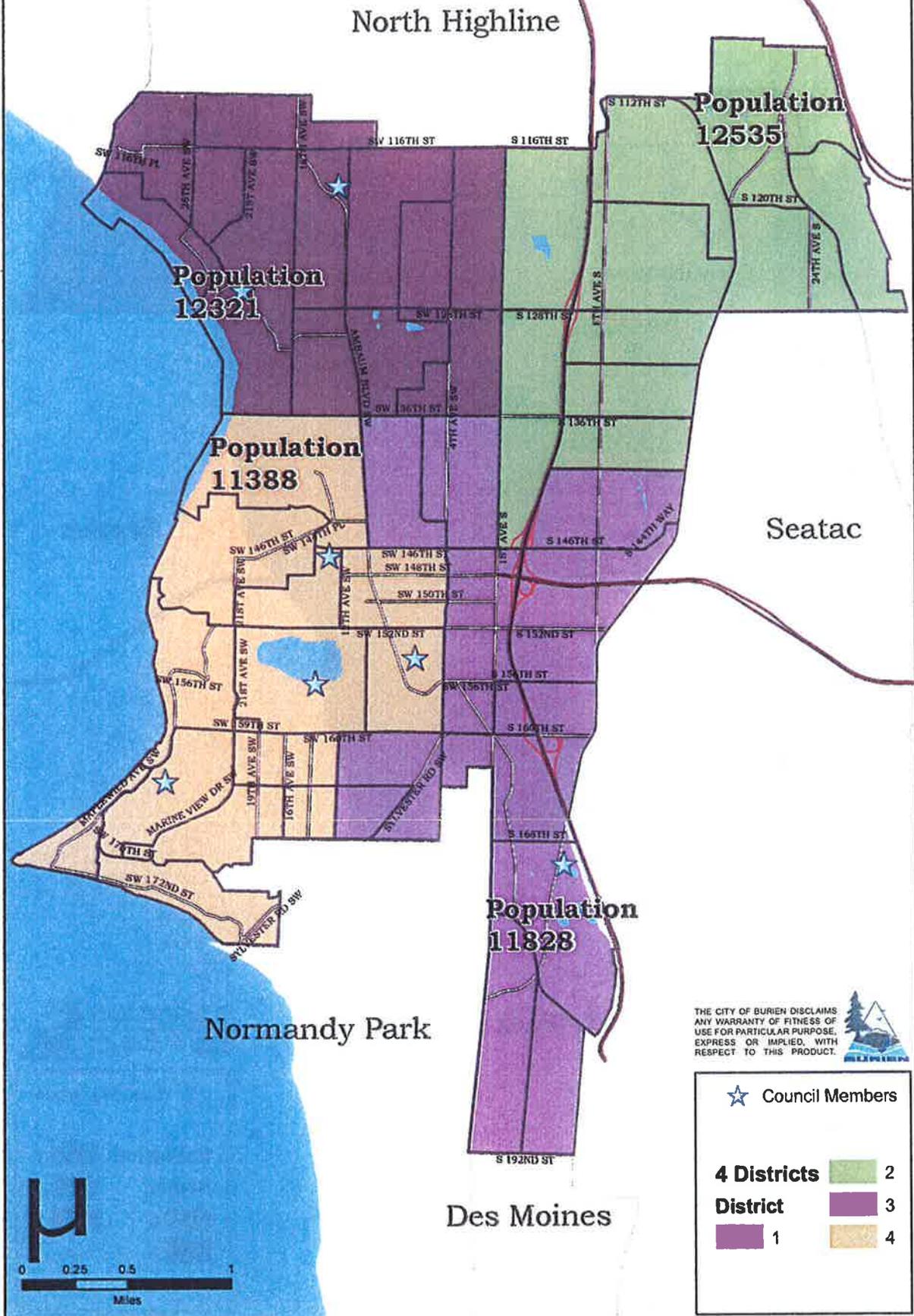
**CITY OF BURIEN**  
**AGENDA BILL**

<b>Agenda Subject:</b> Respond to Council's wish to further discuss Council's districting.		<b>Meeting Date:</b> March 18, 2013
<b>Department:</b> City Manager	<b>Attachments:</b> 1. <u>Maps of Council Districts</u> 2. <u>RCW 29A.24.201 and RCW 42.12.070</u> 3. <u>RCW 29A.16.040 and RCW 29A.24.050</u>	<b>Fund Source:</b> N/A <b>Activity Cost:</b> N/A <b>Amount Budgeted:</b> N/A <b>Unencumbered Budget Authority:</b> N/A
<b>Contact:</b> Nhan Nguyen, Management Analyst		
<b>Telephone:</b> (206) 439-3165		
<b>Adopted Initiative:</b> Yes    No <input checked="" type="checkbox"/>	<b>Initiative Description:</b> N/A	
<b>PURPOSE/REQUIRED ACTION:</b> The purpose of this agenda item is to continue the discussion about the issue of Council Districting and to answer the following questions from the City Council at the February 25 meeting: 1) What would happen if there were no candidates from a district? and 2) Can staff present some possible districting maps to Council? Staff also have new information on deadline as informed by the King County Election Office.		
<b>BACKGROUND (Include prior Council action &amp; discussion):</b> At the February 4 Council meeting, Council directed staff to research the subject of Council election by wards/districts and to present the findings at the February 25 Council meeting. At that meeting, Council directed staff to bring back answers to the two questions.		
Answers:		
1) If there were no candidates from a district at the initial formation of the district, then one of the incumbents could be appointed to fill the district vacancy per RCW 29A.24.201 or the position could be filled by Council appointment per RCW 42.17.070. If there were no candidates from a district at subsequent elections, then per RCW 29A.24.201 the incumbent would remain in office until the next election or until he or she resigns, at which time the vacancy would be filled by Council appointment per RCW 42.12.070.		
2) Attached are the illustrative maps of the City with seven, six, five and four districts.		
Deadline requirement from the King County Elections Office:		
Per RCW 29A.16.040, precinct boundaries need to be set fourteen days before the start of candidate filing. This year, candidate filing begins on May 13 (pursuant to RCW 29A.24.050), so the boundaries need to be set by April 30. The GIS Department at the King County Elections Office needs 30 days prior to this boundary set date to incorporate boundary changes into the voter registration system. <u>Therefore, the KC Elections Office would need to receive the adopted ward/district boundaries from the City of Burien by April 1, according to King County Elections Office.</u>		
<b>OPTIONS (Including fiscal impacts):</b> Direct staff as Council wishes.		
<b>Administrative Recommendation:</b> N/A		
<b>Advisory Board Recommendation:</b> N/A		
<b>Suggested Motion:</b> N/A		
Submitted by: Nhan Nguyen		
<b>Administration</b>	<b>City Manager</b>	
<b>Today's Date:</b> March 5, 2013	<b>File Code:</b> R/CC/AgendaBill 2013/031813cm-2 Districts	



# Burien District Scenarios

Population by District



THE CITY OF BURIEN DISCLAIMS ANY WARRANTY OF FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESS OR IMPLIED, WITH RESPECT TO THIS PRODUCT.



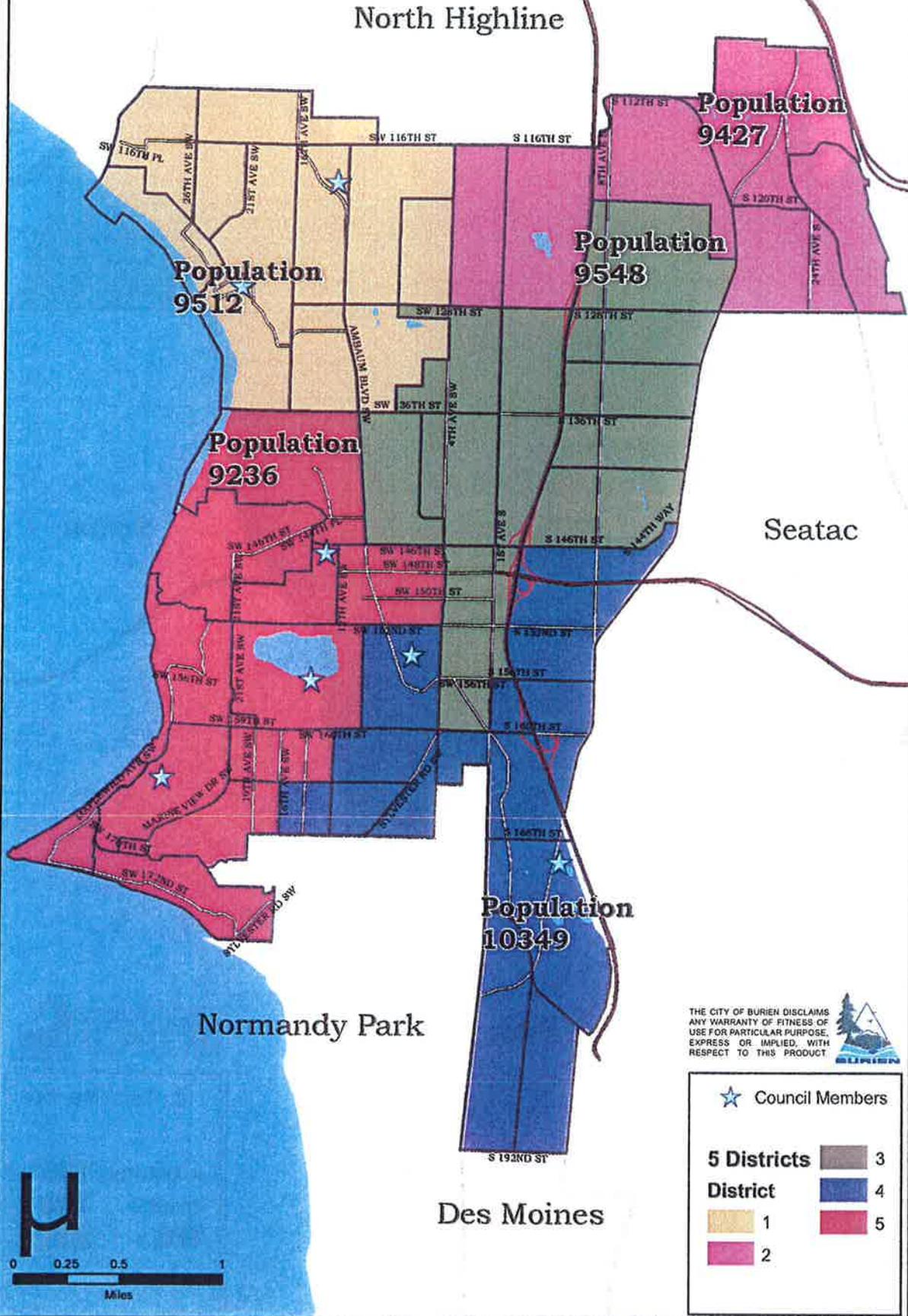
★ Council Members

<b>4 Districts</b>		2
<b>District</b>		3
		4
		1

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 By: fernandol  
 On: 2/27/2013

# Burien District Scenarios

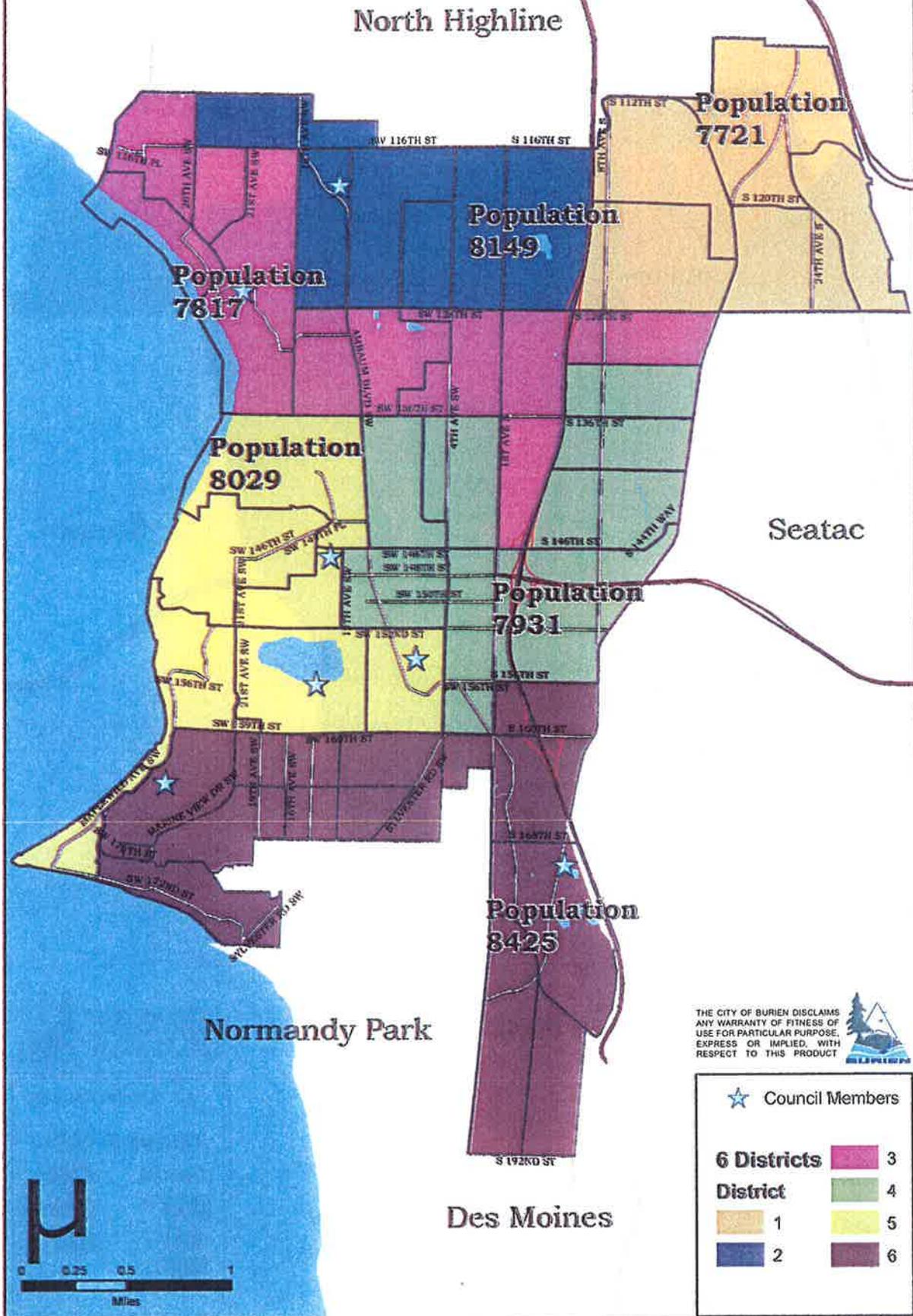
## Population by District



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 By: fernando  
 On: 2/27/2013

# Burien District Scenarios

## Population by District



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 By: lemandel  
 On: 2/27/2013



**RCW 29A.24.201****Lapse of election when no filing for single positions — Effect.**

If after both the normal filing period and special three-day filing period as provided by RCW 29A.24.171 and 29A.24.181 have passed, no candidate has filed for any single city, town, or district position to be filled, the election for such position shall be deemed lapsed, the office deemed stricken from the ballot and no write-in votes counted. In such instance, the incumbent occupying such position shall remain in office and continue to serve until a successor is elected at the next election when such positions are voted upon. [2004 c 271 § 190.]

**RCW 42.12.070****Filling nonpartisan vacancies.**

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

(1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.

(2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.

(3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.

(4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.

(5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.

(6) As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. If needed, special filing periods shall be authorized as provided in chapter 29A.24 RCW for qualified persons to file for the vacant office. A primary shall be held to qualify candidates if sufficient time exists to hold a primary and more than two candidates file for the vacant office. Otherwise, a primary shall not be held and the person receiving the greatest number of votes shall be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

If an election for the position that became vacant would otherwise have been held at this general election date, only one election to fill the position shall be held and the person elected to fill the succeeding term for that position shall take office immediately when qualified as defined in RCW 29A.04.133 and shall service both the remainder of the unexpired term and the succeeding term. [2011 c 349 § 28; 1994 c 223 § 1.]



**RCW 29A.16.040****Precincts — Boundaries may be altered.**

The county legislative authority of each county in the state shall divide the county into election precincts and establish the boundaries of the precincts.

(1) Precinct boundaries may be altered at any time as long as sufficient time exists prior to a given election for the necessary procedural steps to be honored. Except as permitted under subsection (3) of this section, no precinct changes may be made during the period starting fourteen days prior to the first day for candidates to file for the primary election and ending with the day of the general election.

(2) The county legislative authority may establish by ordinance a limitation on the maximum number of active registered voters in each precinct within its jurisdiction. The number may be less than the number established by law, but in no case may the number exceed one thousand five hundred active registered voters.

(3) The county auditor shall temporarily adjust precinct boundaries when a city or town annexes unincorporated territory to the city or town, or whenever unincorporated territory is incorporated as a city or town. The adjustment must be made as soon as possible after the approval of the annexation or incorporation. The temporary adjustment must be limited to the minimum changes necessary to accommodate the addition of the territory to the city or town, or to establish the eligible voters within the boundaries of the new city or town, and remains in effect only until precinct boundary modifications reflecting the annexation or incorporation are adopted by the county legislative authority.

[2011 c 349 § 5; 2011 c 10 § 26; 2004 c 266 § 10; 2003 c 111 § 404; 1999 c 158 § 3; 1994 c 57 § 3; 1986 c 167 § 2; 1980 c 107 § 3. Prior: 1977 ex.s. c 361 § 4; 1977 ex.s. c 128 § 1; 1975-'76 2nd ex.s. c 129 § 3; 1967 ex.s. c 109 § 1; 1965 c 9 § 29.04.040; prior: (i) 1921 c 178 § 1, part; 1915 c 11 § 1, part; 1907 c 130 § 1, part; 1889 p 402 § 7, part; Code 1881 § 3067, part; 1865 p 30 § 1, part; RRS § 5171, part. (ii) 1907 c 130 § 2, part; 1889 p 408 § 21, part; RRS § 5278, part. (iii) Code 1881 § 2679; 1854 p 65 § 4, part; No RRS. Formerly RCW 29.04.040.]

**RCW 29A.24.050****Declaration of candidacy — Certain offices, when filed.**

Except where otherwise provided by this title, declarations of candidacy for the following offices shall be filed during regular business hours with the filing officer beginning the Monday two weeks before Memorial day and ending the following Friday in the year in which the office is scheduled to be voted upon:

(1) Offices that are scheduled to be voted upon for full terms or both full terms and short terms at, or in conjunction with, a state general election; and

(2) Offices where a vacancy, other than a short term, exists that has not been filled by election and for which an election to fill the vacancy is required in conjunction with the next state general election.

This section supersedes all other statutes that provide for a different filing period for these offices.

[2011 c 349 § 7; 2006 c 344 § 6; 2003 c 111 § 605. Prior: 1990 c 59 § 81; 1986 c 167 § 8; 1984 c 142 § 2. Formerly RCW 29.15.020, 29.18.025.]