



CITY OF OAKLAND

**MEMORANDUM****TO:** HONORABLE MAYOR &  
CITY COUNCIL**FROM:** Karen L. Boyd**SUBJECT:** Oakland Animal Shelter Community  
Advisory Committee**DATE:** July 7, 2014

City Administrator

Date

Approval /s/ Arturo M. Sanchez7/7/14**INFORMATION****Overview of Oakland Animal Services (OAS) Community Advisory Committee**

The City Administrator's Office is establishing a Community Advisory Committee to provide City staff with professional advice, technical assistance, guidance, insight and recommendations about best practices regarding the OAS. The Advisory Committee will focus on three, key operational areas:

1. Animal health, care and welfare;
2. Animal rescue: operational improvements, approaches to increase rescues and live release, potential partnership opportunities; and,
3. Euthanasia: reductions and operational improvements.

The first meeting of the Community Advisory Committee will be on **Wednesday, July 9 from 4 to 6:00 p.m.** at City Hall, 2<sup>nd</sup> Floor, Hearing Room 4 (see Agenda on page 3).

**Scope/Focus**

The scope and duration of this Committee will be finite. Members will be asked to:

- Commit to participate for a minimum of six (6) months;
- Attend regular meetings anticipated to be held on a monthly basis, with the specific frequency and schedule to be determined by the Committee chairperson and members; and,
- Prepare and submit quarterly reports to the City Administration which summarize the Committee's work and present recommendations.

The scope of the Committee's work and recommendations will be limited to addressing policy development or changes, operational improvements, and facility and equipment/technology

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enhancements. The Committee will not address personnel-related matters or provide specific management direction. They will/can provide advice as it pertains to recommendations in the areas described above. The Community Advisory Committee will also review draft policies and procedures regarding shelter operations and recommend changes to ensure that they reflect best practices in the animal welfare industry.

Per City Council direction, the Community Advisory Committee will draft an ordinance creating a permanent advisory committee, to be presented to the City Council’s Public Safety Committee on Wednesday, November 12, 2014.

**Community Advisory Committee Participants**

Participants on the Community Advisory Committee include six to eight experienced professionals and seasoned volunteers with expertise in animal welfare and shelter operations who possess specific understanding of local animal welfare trends and challenges as well as issues facing public or municipal shelters. Staff is currently seeking to fill two vacant positions on the Committee, one with experience in veterinary medicine and the other with experience in animal control. Thus far, participants include:

<b>Expertise</b>	<b>Committee Member</b>	<b>Organization</b>
Shelter Management/Operations— Municipal Shelter	<b>Kate O'Connor</b>	Berkeley Animal Care Services
	<b>Amelia Funghi</b>	Berkeley Animal Care Services
Shelter Management/Operations— Nonprofit Shelter/Humane Advocacy	<b>Allison Lindquist</b>	East Bay SPCA
Animal Rescue—Dogs	<b>Deidre Strickland-Meads</b>	Power of Chi (founder)
Animal rescue—Cats	<b>Ann Dunn</b>	Cat Town
Volunteer Operations	<b>Willow Liroff</b>	OAS volunteer
Veterinary Medicine	Vacant	
Animal Control	Vacant	

## **Agenda for First Meeting**

The first meeting of the Community Advisory Committee will be on **Wednesday, July 9 from 4 to 6:00 p.m.** at City Hall, 2<sup>nd</sup> Floor, Hearing Room 4. The agenda will include the following items:

1. Welcome and Introductions
2. Overview of Advisory Committee (purpose, roles, time commitment, quorum)
3. Role of City Staff
4. Select Chairperson
5. Set Ongoing Meeting Schedule
6. Review Scope of Work:
  - a. Draft outline of a resolution to create a permanent Advisory Committee (Note: this will go to City Council Public Safety Committee by November 12, 2014)
  - b. Review and establish polices and best practices related to:
    - Euthanasia
    - Animal health, care and welfare
    - Animal rescue
7. Next Steps

Respectfully submitted,

/s/

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KAREN L. BOYD

Assistant to the City Administrator

For questions, please contact Karen Boyd, Assistant to the City Administrator (510) 238-6365.