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OFFICE OF THE CITY CLERK  
OAKLAND

2018 FEB 15 PM 12:45

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Rebecca Katz  
Director, OAS

**SUBJECT:** Friends of Oakland Animal Services  
Donation

**DATE:** January 31, 2018

City Administrator Approval

Date:

2/15/18

## RECOMMENDATION

**Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator, Or Designee, To Accept And Appropriate Donated Funds In An Amount Not To Exceed Two Hundred Twenty-Five Thousand Dollars (\$225,000) From The Friends Of Oakland Animal Services To Fund A Full-Time Volunteer Program Specialist Position For A Two Year Period.**

## EXECUTIVE SUMMARY

Adoption of the proposed resolution will allow Oakland Animal Services (OAS) to hire a 1.00 FTE Volunteer Program Specialist to focus on behavior and training needs at OAS using private donated funds for two years. This position is needed to provide consistent care to homeless animals cared for by City staff. Accepting this donation allows Oakland Animal Services to improve its services at no cost to the City.

## BACKGROUND / LEGISLATIVE HISTORY

Historically, Oakland Animal Services used methods to evaluate animals' suitability for placement that evidence based research has shown to be inaccurate and unsubstantiated. Since the transition of OAS to a standalone department under the City Administrator in early 2015, OAS's nonprofit fundraising partner, Friends of Oakland Animal Services, has contracted with private trainers to provide limited services to the shelter. Such services have included training of volunteers and assessment of animals but the ability to attract and retain qualified candidates is limited by the nature of a part-time contract position.

Most private shelters and municipal animal welfare agencies have full-time animal trainers on staff to evaluate animal temperament and train volunteers on the safe handling of animals to reduce risk of injury to volunteers and the public.

Recently, the Friends of Oakland Animal Services and the Lufkin Family Foundation have partnered to provide funding for a full-time Volunteer Program Specialist to focus on animal behavior programs at Oakland Animal Services. The Friends of Oakland Animal Services has

Item: \_\_\_\_\_  
Finance & Management Committee  
February 27, 2018

agreed to accept funding from the Lufkin Family Foundation and make a single combined donation to the City for this purpose.

### **ANALYSIS AND POLICY ALTERNATIVES**

Oakland Animal Services is one of the City's public safety agencies. As such, the organization has a duty to ensure that animals placed into the community do not present a risk to members of the public. OAS does not have sufficient funding to hire properly trained staff to perform the functions of accurately assessing animal behavior or to provide training to volunteers to ensure their safety or the public's. Nonetheless, it has become an industry standard in both private and public shelters to hire such staff to improve both public safety and animal welfare.

Oakland Animal Services is tasked with providing humane care for aggressive animals and determining which, if any, would be safe to rehabilitate and return to the community. This is a difficult task and requires balancing the community's demand for life-saving practices with the community's expectation of safety. It also requires knowledgeable staff and volunteers to meet these demands. While Friends of Oakland Animal Services has brought in contractors to assist with these duties, the turnover rate is high and the recruitment of qualified personnel is difficult, particularly when other local agencies provide full-time, benefitted positions. Approval of this proposal will provide a full-time, benefitted position funded by donated funds for two years, allowing Oakland Animal Services to attract qualified candidates for this critical function.

The alternative to doing so would be for the Friends of Oakland Animal Services to continue its efforts to bring on contract personnel. The benefit of this would be significant cost savings to the nonprofit but it would be challenging to attract skilled staff. Failure to do so would put Oakland Animal Services at risk of being unable to perform adequate assessments or train volunteers appropriately.

### **FISCAL IMPACT**

This report has no negative impact on the City as the donated funds from the Friends of Oakland Animal Services will fully fund the Volunteer Program Specialist position for two years. The estimated cost of funding a 1.00 FTE Volunteer Program Specialist for two years is approximately \$225,000. Funding for this position will be appropriated in the Miscellaneous Grants Fund (2999), Oakland Animal Services Organization (02491), Project To Be Determined, Special Operations Program (PS13). A hired incumbent would be charged against the fund. Thereafter, the City may assess the fiscal impact on the City and determine whether funding exists or grants may be attained to continue funding the position.

### **PUBLIC OUTREACH / INTEREST**

Members of the public, Oakland Animal Services' volunteers, and animal welfare partners have long advocated for this position which has been accepted as an industry standard and a basic necessity for a public safety and animal welfare organization.

## **COORDINATION**

The Office of the City Administrator was consulted on this and has engaged in significant discussion about the benefits of having this position as well as the risks of not. In addition, this report and proposed Resolution has been reviewed by the Office of the City Attorney and the Finance Department's Budget Bureau.

## **SUSTAINABLE OPPORTUNITIES**

***Economic:*** The grant will enable the City to fully fund a Volunteer Program Specialist at Oakland Animal Services for two years, providing a new employment opportunity for a qualified individual.

***Environmental:*** There are no environmental impacts associated with this report.

***Social Equity:*** Aggressive animals reside in all parts of the City, including areas where residents do not have the same opportunities to access services. This position will help Oakland Animal Services ensure that all neighborhoods are safe and that certain animals are not placed in or allowed to return to vulnerable communities.

**ACTION REQUESTED OF THE CITY COUNCIL**

Adopt a Resolution Authorizing The City Administrator, Or Designee, To Accept And Appropriate Donated Funds In An Amount Not to Exceed Two Hundred Twenty-Five Thousand Dollars (\$225,000) From The Friends of Oakland Animal Services To Fund A Full-Time Volunteer Program Specialist Position For A Two Year Period.

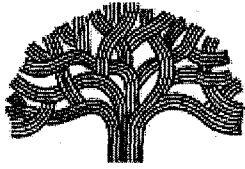
For questions regarding this report, please contact Rebecca Katz, Director of Oakland Animal Services, at 510-535-5604.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rebecca Katz", is written over a horizontal line.

Rebecca Katz  
Director, Oakland Animal Services

Attachments (1):  
A: Job Description



CITY OF OAKLAND

CITY OF OAKLAND  
Revision Date: Apr 4, 2012

# VOLUNTEER PROGRAM SPECIALIST

Class Code:  
AP351Bargaining Unit: TW1 - Local 21 Admin, Prof,  
Technical & Other

## SALARY RANGE

\$4,724.35 - \$5,800.97 Monthly  
\$56,692.20 - \$69,611.64 Annually

### DEFINITION:

To recruit, screen, and place volunteer staff in a City department or program; and to promote public service in a department or program.

### DISTINGUISHING CHARACTERISTICS:

Receives general supervision from a Program Supervisor or other management staff.

Exercises lead direction over volunteer staff and clerical support staff.

### EXAMPLES OF DUTIES:

- Write volunteer opportunity announcements; develop job descriptions; develop application forms and contracts.
- Recruit, screen and place volunteers in a department or program.
- Participate in the preparation of brochures and other written materials to increase the visibility of volunteer programs to the public and encourage the use of volunteers.
- Coordinate or delegate to volunteers the development of policies and procedures regarding fees, reservations, schedules and tour materials; coordinate with Docent or other volunteer council.
- Assist in the preparation of press releases, public service announcements and other materials for the media; perform public speaking.
- Assist in conducting volunteer orientation and training.
- Attend meetings of volunteer councils; attend volunteer recruitment fairs.
- Write special or routine reports; maintain records; access and update computerized data bases.
- Respond to inquiries from department staff, educational institutions, and from the general public.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS:

*Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable:*

#### Experience:

One year of responsible experience in volunteer program administration or a related field.

#### Education:

A Bachelor's degree in human resources, public or business administration or a related field from an accredited college or university.

### KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of volunteer program planning, development and administration.

- Principles of selection, supervision, training and evaluation of volunteer staff.
- Computer skills including word processing and computer graphics.
- Public contact, including community relations.
- Report writing.

Ability to:

- Implement a volunteer public service program.
- Make public presentations in small and large groups, and use the mass media to promote volunteer programs.
- Prepare reports of a technical or evaluative nature.
- Utilize computer applications in creating forms, brochures, flyers etc., for volunteer program use.
- Communicate orally and in writing with a diverse constituent base.
- Select, supervise, train and evaluate volunteer staff.
- Follow oral and written directions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:**

None required.

**CLASS HISTORY:**

Established: 07-27-1995; CSB Reso#: 44339

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

  
City Attorney

2018 FEB 15 PM 12:45 RESOLUTION NO. \_\_\_\_\_ C.M.S.

Introduced by Councilmember \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, OR DESIGNEE, TO ACCEPT AND APPROPRIATE DONATED FUNDS IN AN AMOUNT NOT TO EXCEED TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000) FROM THE FRIENDS OF OAKLAND ANIMAL SERVICES TO FUND A FULL-TIME VOLUNTEER PROGRAM SPECIALIST POSITION FOR A TWO YEAR PERIOD.**

**WHEREAS,** the Volunteer Program Specialist (VPS) is a position designated to recruit, screen, and place volunteer staff in a City department or program; and to promote public service in a department or program; and

**WHEREAS,** the VPS position at Oakland Animal Services (OAS) will be expected to implement a behavior program for volunteers; and

**WHEREAS,** the VPS position at OAS will select, supervise, train and evaluate volunteer staff to ensure that volunteers handling animals are safe from potential injury; and

**WHEREAS,** the VPS position will perform related duties to the training of volunteers on animal behavior programs including ensuring that unsafe animals are not placed into the community; and

**WHEREAS,** the Friends of Oakland Animal Services (FOAS) is fully funding the VPS position at OAS for a two year period; and

**WHEREAS,** staff has determined that a two-year funded position would approximately cost two hundred twenty-five thousand dollars (\$225,000); and

**WHEREAS,** the VPS position at OAS will prepare reports evaluating the efficacy of the position both in terms of volunteer training and public safety; and

**WHEREAS,** after the two year period, the City may determine that the position should be permanently added to the OAS budget and identify funding at that time; now, therefore be it

**RESOLVED:** That the City Administrator, or designee, is hereby authorized to accept and appropriate donated funds from the Friends of Oakland Animal Services in an amount not to exceed two hundred twenty-five thousand dollars (\$225,000) to add a 1.00 FTE Volunteer Program Specialist position with Oakland Animal Services for a two year period; and be it

**FURTHER RESOLVED:** That the donated funds will be appropriated in the Miscellaneous Grants Fund (2999), Oakland Animal Services Organization (02491), Project To Be Determined, Special Operations Program (PS13); and be it

**FURTHER RESOLVED:** That the Friends of Oakland Animal services shall submit two installments of one hundred twelve thousand and five hundred dollars (\$112,500) in donated funds to the City, with the first installment due sixty (60) days after adoption of this Resolution, and the second installment due no later than January 1, 2019.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, and PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California