

MEMORANDUM

TO: Monique Brand

FROM: Cornelia Phelan – City Manager / Animal Services

DATE: April 13, 2026

SUBJECT: Removal of Animal Advisory Committee Members

This memorandum serves as a formal request for approval to remove the following members from the Animal Advisory Committee:

- Raechelle Moffett
- Brianna Rosales
- Jaimie Waller

This request is based on attendance and participation requirements established for committee members. Each of the individuals listed above has exceeded the allowable number of absences, having missed three or more scheduled meetings. This has affected the committee's ability to maintain a quorum and effectively conduct official business. Maintaining consistent attendance and active participation is essential to the success and functionality of the committee.

Therefore, it is recommended that these members be removed and replaced with individuals who are able to meet the expectations of the role. Your review and approval of this request is respectfully requested so that we may proceed with the necessary steps to appoint replacement members.

Approved by:



Monique Brand
Chairperson, Animal Advisory Committee