

PERSONNEL AND HIRING COMMITTEE REPORT relative to Resolution Authority for one Management Analyst and one Accounting Clerk positions to execute and administer the American Society for the Prevention of Cruelty to Animals (ASPCA) and Best Friends Animal Society (BFAS) Grant Agreement.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. AUTHORIZE Resolution Position Authority for two positions consisting of one Management Analyst (Class Code 9184-0) and one Accounting Clerk (Class Code 1223-0), for the term of October 1, 2026 through June 30, 2027, subject to allocation by the Civil Service Commission.
2. INSTRUCT the Department of Animal Services (DAS) to:
 - a. Hold vacant three Animal Care Technician positions (Class Code 4310-0) for the duration of the 2026-27 Fiscal Year.
 - b. Submit a request in the 2027-28 budget that continues the administrative positions and is funded by the elimination of the three vacant Animal Care Technician positions.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that approval of the recommendations contained within the September 30, 2026 CAO report, attached to the Council File, will provide the DAS with resolution authority for two positions consisting of one Management Analyst and one Accounting Clerk for the term of October 1, 2026 through June 30, 2027, subject to allocation by the Civil Service Commission, to provide dedicated staff to execute the grant agreement between the DAS and ASPCA and BFAS. The DAS will hold vacant three regular authority Animal Care Technician positions in order to fund the requested positions. The DAS will submit a budget request to continue these positions in the 2027-28 Fiscal Year. There is no fiscal impact to the General Fund.

Financial Policies Statement: The CAO reports that the recommendations provided in the September 30, 2026 CAO report, attached to the Council File, are in compliance with the City's Financial Policies in that current operations will be funded by current revenues.

Community Impact Statement: None submitted.

Summary:

On October 14, 2026, your Committee considered a September 30, 2026 CAO report relative to Resolution Authority for one Management Analyst and one Accounting Clerk positions to execute and administer the ASPCA and Best Friends Animal Society BFAS Grant Agreement. According to the CAO, the DAS is requesting Resolution Authority for two positions consisting of one Management Analyst and one Accounting Clerk, for the

term of July 1, 2026 through June 30, 2027, subject to allocation by the Civil Service Commission. The positions will support the execution and administration of the \$14.22 million grant agreement between the DAS ASPCA and BFAS. The DAS will hold vacant three Animal Care Technicians to fund the requested positions. On July 1, 2026, Council approved a \$14.22 million grant agreement with the ASPCA and BFAS (Council File No. 26-0832). Under the Agreement, the ASPCA and BFAS will provide funding for salaries and related costs for 23 positions in the DAS over a three-year period. The positions will provide additional shelter management, expand the Citywide Cat Program, and establish an Adoption and Return Home Program and a Foster Program with specific details provided in the CAO report.

The Agreement also specifies that funding will be provided in quarterly installments. To receive these payments, the DAS must submit written notice to the ASPCA and BFAS confirming that a job offer for each grant-funded position has been accepted, the required background check has been completed, and a start date has been scheduled. Furthermore, no later than 30 days prior to the beginning of each quarter, the DAS must provide written notice to the ASPCA and BFAS specifying the total funding required for the upcoming quarter. In addition, at the end of each calendar year and the final quarter prior to the end of the term, the DAS is also required to provide written notice to the grantors that includes the title of the position, the dates of employment, and any amounts paid by the ASPCA and BFAS that were in excess of the amounts owed.

The reporting obligations, hiring, backfilling, invoicing, and annual reconciliation procedures provided in the Agreement require dedicated administrative staff support over the six-year term. The DAS currently lacks a dedicated grants unit or any full-time personnel assigned to this work; consequently, the DAS is requesting one Management Analyst and one Administrative Clerk to alleviate the workload and provide dedicated staff to administer the grant Agreement. The CAO recommends to provide a start date of October 1, 2026 to align with the nine-months funding requested by the DAS. The direct and indirect costs for these two positions at nine-months funding total \$249,630 and is detailed in the CAO report. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel and Hiring Committee

COUNCILMEMBER:	VOTE:
McOSKER:	YES
RODRIGUEZ:	YES
SOTO-MARTINEZ:	ABSENT

ARL

10/14/26

-NOT OFFICIAL UNTIL COUNCIL ACTS-