



Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA93908

Phone: (831) 769-8850 * www.hitchcockroadanimals.org

Cynthia Burnham

Animal Services Administrator

Hitchcock Road Animal Services Agency

Board of Directors Special Meeting

January 17th, 2024 @ 4:00pm

Meeting Location: 160 Hitchcock Road, Salinas, CA 93908, Obie's Conference Room

1.0 Call to Order and Roll Call

2.0 Approve Minutes from 11/15/23 Meeting (Action Item)

3.0 Consideration of Late Agendas or Changes to the Agenda

4.0 Public Comment - Any member of the public may address the HRAS Agency Board for a period not to exceed three minutes on any issue within the HRAS Agency's jurisdiction that is not on today's agenda; any member of the public may address the HRAS Agency Board on agenda items as they are considered. The HRAS Agency Board will listen to all communications regarding items not on the agenda but may not take any action, except to clarify, briefly respond, or to direct staff to report back on the item at a future meeting or place the item on a future agenda. Information for members of the public requiring disability-related modification or accommodation is set forth at the end of this agenda.

5.0 Regular Agenda

5.1 Review and consider a 2024 Regular Meeting Schedule (action item)

5.2 Receive Mid-Year Budget and Current Staffing Report

5.3 Receive and discuss fiscal year 24/25 baseline budget recommendations

5.4 Review of requested augmentations

a) #1 Capital Improvement Projects (major)

b) #2 Low-Cost Mobile Spay/Neuter Clinics

c) #3 Additional Staffing Requests

5.5 Review and discuss contract cities with applied JPA formula cost

5.6 Use of Donations

6.0 ANNOUNCEMENTS AND ADJOURNMENT

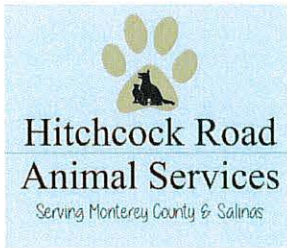
Next Regular Meeting: February 21, 2024 @ 4:30pm

Documents related to agenda items that are distributed to the HRAS Agency Board less than 72 hours prior to the meeting shall be available for public inspection at 160 Hitchcock Road, Salinas, California.

Documents distributed to the HRAS Agency Board at the meeting by HRAS staff will be available to the public at the meeting; documents distributed to the HRAS Agency Board by members of the public shall be made available after the meeting.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with

Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the HRAS Animal Services Administrator at 160 Hitchcock Road, Salinas, Ca 93908 or 831-769-8796.



Hitchcock Road Animal Services

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 Phone: (831) 769-8850 * www.hitchcockroadanimals.org
 Cynthia Burnham
 Animal Services Administrator

**Hitchcock Road Animal Services Agency
 Board of Directors Meeting Minutes
 November 15, 2023 @ 4:30PM**

Meeting Location: 160 Hitchcock Road, Salinas, CA 93908, Obie’s Conference Room

Board Members Present	Staff and Guests
Supervisor Glenn Church, District 2 (Chairperson) Elsa Jimenez, Director Health Services Tonya Erickson for City Manager Carla Gonzalez, City Councilwoman	Shane Strong, Deputy County Counsel Gabriela Gonzalez, Secretary Karla Tinajero, Treasurer Miriam Mendoza, Finance Manager III Cynthia Burnham, A.S.Administrator

- 1.0 Call to Order and Roll Call** – Called to order by Chairperson Glenn Church @ 4:30PM
- 2.0 Approve Minutes from 8/16/2023 Meeting** – *Director Jimenez motioned to approve minutes Chairperson Church Second. Motion passed.*

3.0 Consideration of Late Agendas or Changes to the Agenda –

- Item 5.1 Field Services report*
- Item 5.2 Updated Financial Report*
- Item 5.8 Exhibits that were not included in Shelter Planners report.*
- Item 5.9 No report, receive direction.*
- Item 5.10 Discuss alternates for all members.*

4.0 Public Comment – None

5.0 Regular Agenda -

5.1 Receive Operations Report and Statistics for August, September, and October 2023- Presented by Cynthia Burnham, Animal Services Director

**T. Erickson - expressed concern about not filling the ACO position and filling an OAll position along with expansion of hours for City of Salinas Services. Clarification was made regarding the 6% vacancy and how positions are moved within the bureau to better serve our community.*

**T. Erickson - will Board have part in the decision making of how funds are spent*

**E. Jimenez - requested clarification on how we determine our shelter capacity*

**G. Church - do we have metrics on how successful our participation at community events is? Discussion on adding a survey.*

**G. Church – brought up the difference in Licensing revenue is significantly less than the County? What are we doing to improve this?*

5.2 Receive Budget Status and Staffing Reports- Presented by Karla Tinajero

- 5.2.1 Set a January special meeting on the topic of budget – *Alternate Director Tonya Erickson motioned to set a special meeting in January. Director Carla Gonzalez second. Motion Passed.*

5.3 Committee Reports

- 5.3.1 Technical Advisory Committee (Tonya Erickson) –*There was an initial meeting (Tonya Erickson, Sophia Rome & Cynthia Burnham). Follow up meeting is still pending to produce a /client sheet’ to define what the vision for this committee. Logo discussion. Requested to retitle this committee to Branding and Marketing.*
- 5.3.2 Data Quantification (Elsa Jimenez) – *Meeting held (Elsa Jimenez, Kimbley Craig and Cynthia Burnham). Changes to reports provided to the Board have changed to include detailed legends, etc.*
- 5.3.3 Advisory Application – *Application has been released.*
- 5.3.4 ACPAB Advisory – *No report*
- 5.4 Consider approving Legal Services Agreement with County Counsel - *Director Erickson motioned to not approve the separate Legal Services Agreement and continue with reimbursement of the County COWCAP program. Director Gonzalez Second. Motion passed.*
- 5.5 Consider approving Amendment to HRAS Advisory Bylaws – *Director Jimenez motioned to approve Bylaws as presented. Director Erickson Second. Motion Passed.*
- 5.6 Consider JPA member Advisory Committee nominations and consider approving appointments. – *Applications were presented and reviewed. Director Jimenez motioned to accept all 7 applicants and appoint them to the JPA Advisory Committee, and that staff work with them to determine the terms to be served. To direct staff to go back with JPA Advisory Committee to attract additional applicants to fill the vacant positions. The recommendation from the Board is to have Susan Salcedo (2-year term) & Briana Sanford (1-year term) to serve as City representatives, and Joshua Mendenhall to serve as the joint (County & City) representative. Director Erickson second. Motion passed.*
- 5.7 Discussion on adding other members to JPA and provide direction to staff – *Director Erickson motioned to direct staff to prepare a detailed cost analysis of services as they exist with existing resources and staffing costs, in proportion to the current JPA budgeting formula. Director Gonzalez Second. Motion passed.*
- 5.8 Receive Report from Shelter Planners of America related to Shelter Expansion and provide direction to staff. *Director Erickson moved to table this discussion to the February 2024 meeting. Director Gonzalez second. Motion Passed.*
- 5.9 Receive draft Operational Plan and provide direction to staff. *Director Erickson recommended that this item be presented to the Branding and Marketing group and brought back to the next meeting’s agenda.*

6.0 Announcements and Adjournment –

Special Meeting for Wednesday, January 17, 2024 4PM-6PM at HRAS, Obie’s Conference Room.

Regular Agenda Item 5.1

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: January 17th, 2024

SUBJECT: Review and consider a 2024 Regular Meeting Schedule

Recommendation:

It is recommended to review and consider a 2024 regular meeting schedule for the HRAS Board of Directors.

Discussion:

In April of 2023, a vote approved to hold meetings every 3rd Wednesday of even months, with the exclusion of December. To continue that schedule, the 2024 regular HRAS JPA Board meeting dates would be as follows:

- February 21, 2024
- April 17, 2024
- June 19, 2024 (Juneteenth holiday- recommend move to June 26th due to holiday.)
- August 21, 2024
- October 16, 2024
- No December 2024 meeting

If the Board prefers a new regular meeting schedule other than listed above, it is open to select at this time.

Regular Agenda Item 5.2

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: January 17th, 2024

SUBJECT: Receive Mid-Year Budget Status and Current Staffing Report

Recommendation:

It is recommended to receive the Mid-Year Budget Status and Staffing Report

Discussion:

Mid-Year Budget Report:

The current 23/24 budget shows that Animal Services is at 41% of expenditures and 59% of revenues.

Current Staffing Report:

Due to the JPA implementation, Animal Services no longer is required to maintain the County's 6% vacancy rate policy. All vacant staffing positions will be filled and are in process to be filled to include a 1.0 Office Assistant II (to support Field Services), two 0.5 ACT I and 1.0 Animal Control Officer. Other recruitments in process are the 0.5 Veterinarian and 0.5 Registered Veterinary Technician.

The vacancy rate for Animal Services as of November 2023 is 14%.

Attached Documents:

AS FY 2023-24 Budget Tracking YTD

AS Staffing Report

Monterey County Health Department - Animal Services Bureau
 FY 2023-24 Requested Budget & YTD Tracking

Object	Description	Adopted Budget	YTD Actuals
6111	Regular Employees	1,484,744	720,987.89
6112	Temporary Employees	497,583	6,751.45
6113	Overtime	6,500	8,060.99
6121	PERS	297,800	59,125.52
6122	Other Post-Employment Benefits	21,362	10,681.08
6125	Supplemental Unfunded Accrued Liability	27,933	30,220.00
6131	FICA	96,609	45,083.64
6132	Medicare	22,593	10,543.78
6141	Flex Co Paid Insurance-Pretax	46,224	24,751.00
6142	Life Insurance	1,908	644.00
6143	Long-Term Disability Insurance	864	273.60
6144	Short-Term Disability Insurance	1,008	288.60
6145	Dental Insurance	10,944	5,244.00
6147	Vision Insurance	3,312	1,584.00
6148	Unemployment Insurance	2,417	1,208.28
6161	Workers Compensation Insurance	101,010	101,010.00
6171	Employee Assistance Program	-	-
6173	Flex-Benefit Plan Contribution	502,356	202,106.63
6174	Special Benefits	5,400	5,800.00
6175	Wellness Plan	-	-
SALARY & BENEFITS		3,130,567	1,234,364.46

Remaining Appropriations	% Consumed
763,756.11	49%
490,831.55	1%
(1,560.99)	124%
238,674.48	20%
10,680.92	50%
(2,287.00)	108%
51,525.36	47%
12,049.22	47%
21,473.00	54%
1,264.00	34%
590.40	32%
719.40	29%
5,700.00	48%
1,728.00	48%
1,208.72	50%
-	100%
-	-
300,249.37	40%
(400.00)	107%
-	-
-	-
1,896,202.54	39%

Allocations	
City 49.11%	County 50.89%
354,060.57	366,927.32
3,315.48	3,435.97
3,958.57	4,102.42
29,035.18	30,090.34
5,245.23	5,435.85
14,840.35	15,379.65
22,139.54	22,944.10
5,177.81	5,365.97
12,154.65	12,596.35
316.25	327.75
134.36	139.24
141.72	146.88
2,575.21	2,668.79
777.87	806.13
593.36	614.92
49,603.69	51,406.31
-	-
-	-
99,249.92	102,856.71
2,848.25	2,951.75
-	-
-	-
606,168.00	628,196.46

6222	Uniforms and Safety Equipment	1,000	-
6231	Communication Charges - External	16,780	10,754.05
6251	Cleaning and Janitorial	41,160	22,214.19
6261	Insurance - General Liability (Non-recoverable)	6,854	6,854.00
6262	Insurance - General Liability (Recoverable)	15,735	15,735.00
6266	Insurance - Property	3,513	3,817.00
6268	Insurance - Other	3,526	1,763.16
6311	Buildings & Improvements Maintenance - External	40,000	8,611.31
6321	Equipment Maintenance	12,000	3,691.61
6333	Medical Supplies	90,000	36,662.63
6351	Membership Fees	500	86.31
6381	Advertising	2,500	-
6384	Miscellaneous Supplies	14,000	19,710.48
6405	Courier Services - Internal	3,922	1,645.00
6406	Mail Handling Charges	1,850	633.76
6407	Minor Computer Hardware	6,000	125.96
6408	Minor Computer Software	28,000	5,434.32
6409	Minor Equipment and Furnishings	5,000	281.28
6410	Office Supplies	3,500	962.13
6411	Postage and Shipping	6,000	779.84
6412	Printing, Graphics and Binding Charge - External	15,000	7,755.75
6415	Records Retention Charge - Internal	35	116.60
6603	Data Processing Services - Internal	18,052	18,515.93
6605	Laboratory Services	1,200	2,056.04
6606	Legal Service - External	500	-
6608	Other Medical Services	230,000	107,117.78
6609	Other Personnel Services	821,908	218,248.41
6611	Staff Training Services	2,500	-
6612	Temporary Help Services	5,000	-
6613	Other Professional & Special Services	31,164	9,814.91
6821	Rents and Leases - Equipment	5,262	1,871.13
6835	Other Special Departmental Expenses	29,251	(312.07)
6864	Fleet Service Charge	74,592	32,717.21
6861	Conference/Lodging/Meals/Travel	5,000	700.00
6862	Employee Mileage Reimbursement	750	-
6867	Vehicle Usage/Replacement	52,800	5,700.00
6881	Utilities	124,242	38,433.18
SERVICES & SUPPLIES		1,719,096	583,041.89

1,000.00	0%
6,025.95	64%
18,945.81	54%
-	100%
-	100%
(304.00)	109%
1,762.84	50%
31,388.69	22%
8,308.39	31%
53,337.37	41%
413.69	17%
2,500.00	0%
(5,710.48)	141%
2,277.00	42%
1,216.24	34%
5,874.04	2%
22,565.68	19%
4,718.72	6%
2,537.87	27%
5,220.16	13%
7,244.25	52%
(81.60)	333%
(463.93)	103%
(856.04)	171%
500.00	0%
122,882.22	47%
603,659.59	27%
2,500.00	0%
5,000.00	0%
21,349.09	31%
3,390.87	36%
29,563.07	-1%
41,874.79	44%
4,300.00	14%
750.00	0%
47,100.00	11%
85,808.82	31%
982,279.16	34%

-	-
5,281.07	5,472.98
10,908.88	11,305.31
3,365.84	3,488.16
7,727.10	8,007.90
1,874.44	1,942.56
865.85	897.31
4,228.82	4,382.49
1,812.86	1,878.75
18,004.17	18,658.46
42.38	43.93
-	-
9,679.36	10,031.12
807.82	837.18
311.22	322.54
61.86	64.10
2,668.67	2,765.65
138.13	143.15
472.48	489.65
382.96	396.88
3,808.67	3,947.08
57.26	59.34
9,092.75	9,423.18
1,009.67	1,046.37
-	-
-	-
52,603.08	54,514.70
107,176.77	111,071.64
-	-
-	-
4,819.88	4,995.03
918.87	952.26
(153.25)	(158.82)
16,066.67	16,650.54
343.75	356.25
-	-
2,799.14	2,900.86
18,873.65	19,559.53
286,318.46	296,723.43

7121	Taxes and Assessments	-	-
7301	Cost Plan Charges	359,338	359,716.00
7303	Reimbursement Clearing	-	-
7614	Operating Transfers Out	-	-
OTHER EXPENDITURES & REIMBURSEMENTS		359,338	359,716.00

-	100%
(378.00)	100%
-	-
-	-
967,800.45	100%

-	-
176,648.25	183,067.75
-	-
-	-
176,648.25	183,067.75

7532	Vehicles	-	-
7533	Right-To-Use Expenditure - Equipment	3,600	1,992.80
7551	Construction In Progress	156,000	7,280.70
CAPITAL ASSETS		159,600	9,273.50

-	-
1,607.20	55%
148,719.30	5%
362,736.05	6%

-	-
978.62	1,014.18
3,575.38	3,705.32
4,554.00	4,719.50

TOTAL EXPENDITURES		5,368,601	2,186,395.85
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3,182,205.15	41%
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1,073,688.71	1,112,707.14
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4200	Animal Licenses	296,000	126,917.76
4300	Other Licenses and Permits	5,000	1,449.00
5560	Humane Services	14,000	10,146.00
5685	Adoption Fees	95,000	72,475.35
5750	Other Services and Non-Taxable Sales	55,000	47,040.12
5870	Miscellaneous Revenues	17,000	17,900.25
5980	Contributions	20,000	21,909.50
TOTAL REVENUE		502,000	297,837.98

169,082.24	43%
3,551.00	29%
3,854.00	72%
22,524.65	76%
7,959.88	86%
(900.25)	105%
(1,909.50)	110%
204,162.02	59%

62,326.39	64,591.37
711.57	737.43
4,982.47	5,163.53
35,590.98	36,884.37
23,100.32	23,939.80
8,790.40	9,109.85
10,759.25	11,150.25
146,261.38	151,576.60

Net Cost		4,866,601	1,888,557.87
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2,978,043.13

927,427.33	961,130.54
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Allocations	
City	49.11%
County	50.89%
100.00%	

Q1 Pmt (474,681.42)
 452,745.91 961,130.54

**Animal Services Current Positions
Filled/Vacant**

Parameters and Prompts

Position Department *
Position Unit 8442
Fiscal Year 2024
Empl Assignment Type ID *
Posn Assignment Type ID Permanent
Position Department 4000

Position Unit 8442

Position	Title Desc	Filled FTE	Vacant FTE
14H240001	EDU & VO COORD	1.000	0.000
34C010001	ANML CNTRL OFC	0.000	1.000
34C010002	ANML CNTRL OFC	1.000	0.000
34C010003	ANML CNTRL OFC	1.000	0.000
34C010004	ANML CNTRL OFC	1.000	0.000
34C010005	ANML CNTRL OFC	1.000	0.000
34C020001	SR ANML CNT OF	1.000	0.000
34C110001	ANML SVCS SUPV	1.000	0.000
34C110002	ANML SVCS SUPV	1.000	0.000
50M210001	REG VET TECH	1.000	0.000
50M210002	REG VET TECH	0.000	0.500
50M800001	VETERINARIAN	1.000	0.000
50M800002	VETERINARIAN	0.000	0.500
70B030001	ANIMAL CARE TEC	0.000	0.500
70B030002	ANIMAL CARE TEC	1.000	0.000
70B030003	ANIMAL CARE TEC	1.000	0.000
70B030004	ANIMAL CARE TEC	1.000	0.000
70B030005	ANIMAL CARE TEC	0.000	0.500
70B030006	ANIMAL CARE TEC	1.000	0.000
70B030007	ANIMAL CARE TEC	1.000	0.000
70B030008	ANML CR TECH II	1.000	0.000
70B040001	SR ANML CR TECH	1.000	0.000
80E010001	OFFICE ASST I	0.500	0.000
80E010002	OFFICE ASST I	0.500	0.000
80E210001	OFFICE ASST II	0.000	1.000
80E210002	OFFICE ASST II	1.000	0.000
80E210003	OFFICE ASST II	1.000	0.000
80E210004	OFFICE ASST II	1.000	0.000
80E220001	OFFICE ASST III	1.000	0.000
80E800001	PRNCPL OA	1.000	0.000
99ZXUF11	ALLCTN LOAN XX	1.000	0.000
Total for Unit : 8442 - Animal Services		24.000	4.000
Total for Dept : 4000 - Health		24.000	4.000
Grand Total		24.000	4.000

Regular Agenda Item 5.3

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: January 17th, 2024

SUBJECT: Receive and discuss fiscal year 24/25 baseline budget recommendations

Recommendation:

It is recommended to review the fiscal year 24/25 baseline budget recommendations and provide direction for staff to bring back to February regular meeting for approval.

Discussion:

The attached baseline budget provided include estimates only as Animal Services has not received the specific amounts related to COWCAP, staffing adjustments and other costs.

The baseline budget recommendations are currently at a 3% increase than the 23/24 fiscal year, however, it does not include the 3 augmentation items that are in item 5.3.1 a-c.

As presented in November, the following are upcoming timelines to be aware of:

- February 21st, 2024 – The JPA will meet and adopt a 2024/25 preliminary budget
- March 1st, 2024
 - Timeline per JPA agreement to adopt a preliminary budget.
 - This also meets the April 1st deadline per JPA agreement to furnish member agencies an estimate of the total annual budget
 - Budget augmentations are due.
- April 17th, 2024 – regular JPA meeting date (as proposed).
- June 30, 2024 – JPA shall adopt a final budget prior to this date. (last proposed JPA meeting date is June 26th, 2024)

Monterey County Health Department -
Animal Services Bureau
23/24 Adopted Budget Compared to
24/25 Requested Budget and
City/County breakdown

Current Formula Shared Costs
Impounds (50%) + Calls for Service (25%) + Licensing (25%)

Object Description	23/24 Adopted Budget	24/25 Requested	24/25 County of Monterey - 50.89%	24/25 City of Salinas - 49.11%
6111 Regular Employees	1,484,744	1,884,017	958,820	925,197
6111VB Vacation Buyback		16,000	8,143	7,857
6112 Temporary Employees	497,583	0	-	-
6113 Overtime	6,500	5,612	2,856	2,756
6121 PERS	297,800	374,458	190,570	183,888
6122 Other Post-Employment Benefits	21,362	20,513	10,440	10,074
6125 Supplemental Unfunded Accrued	27,933	27,933	14,216	13,717
6131 FICA	96,609	112,536	57,272	55,264
6132 Medicare	22,593	26,520	13,497	13,024
6141 Flex Co Paid Insurance-Pretax	46,224	59,652	30,358	29,294
6142 Life Insurance	1,908	1,860	947	913
6143 Long-Term Disability Insurance	864	684	348	336
6144 Short-Term Disability Insurance	1,008	864	440	424
6145 Dental Insurance	10,944	12,768	6,498	6,270
6147 Vision Insurance	3,312	3,888	1,979	1,909
6148 Unemployment Insurance	2,417	2,694	1,371	1,323
6161 Workers Compensation Insurance	101,010	101,578	51,695	49,882
6171 Employee Assistance Program	-	583	297	286
6173 Flex-Benefit Plan Contribution	502,356	574,272	292,260	282,012
6174 Special Benefits	5,400	4,900	2,494	2,406
6175 Wellness Plan	-	-	-	-
SALARY & BENEFITS	3,130,567	3,231,333	1,644,499	1,586,833
6222 Uniforms and Safety Equipment	1,000	3,000	1,527	1,473
6231 Communication Charges - External	16,780	30,984	15,768	15,216
6251 Cleaning and Janitorial	41,160	52,800	26,871	25,929
6261 Insurance - General Liability (Non-	6,854	4,073	2,073	2,000
6262 Insurance - General Liability	15,735	8,492	4,322	4,170
6266 Insurance - Property	3,513	5,535	2,817	2,718
6268 Insurance - Other	3,526	3,827	1,947	1,879
6311 Buildings & Improvements	40,000	45,000	22,902	22,098
6321 Equipment Maintenance	12,000	12,000	6,107	5,893
6333 Medical Supplies	90,000	90,000	45,803	44,197
6351 Membership Fees	500	500	254	246
6381 Advertising	2,500	3,000	1,527	1,473
6384 Miscellaneous Supplies	14,000	30,000	15,268	14,732
6405 Courier Services - Internal	3,922	3,922	1,996	1,926
6406 Mail Handling Charges	1,850	1,850	942	908
6407 Minor Computer Hardware	6,000	8,000	4,071	3,929
6408 Minor Computer Software	28,000	30,000	15,268	14,732
6409 Minor Equipment and Furnishings	5,000	5,000	2,545	2,455
6410 Office Supplies	3,500	3,500	1,781	1,719
6411 Postage and Shipping	6,000	6,000	3,054	2,946
6412 Printing, Graphics and Binding	15,000	20,000	10,178	9,822
6415 Records Retention Charge - Internal	35	35	18	17
6603 Data Processing Services - Internal	18,052	18,516	9,423	9,093
6605 Laboratory Services	1,200	2,500	1,272	1,228
6606 Legal Service - External	500	1,500	763	737
6608 Other Medical Services	230,000	50,000	25,446	24,554
6609 Other Personnel Services	821,908	877,175	446,415	430,760
6611 Staff Training Services	2,500	2,500	1,272	1,228
6612 Temporary Help Services	5,000	5,000	2,545	2,455
6613 Other Professional & Special	31,164	34,000	17,303	16,697
6821 Rents and Leases - Equipment	5,262	4,087	2,080	2,007
6835 Other Special Departmental	29,251	30,000	15,268	14,732
6864 Fleet Service Charge	74,592	77,000	39,187	37,813
6861 Conference/Lodging/Meals/Travel	5,000	5,000	2,545	2,455
6862 Employee Mileage Reimbursement	750	750	382	368
6867 Vehicle Usage/Replacement	52,800	52,800	26,871	25,929
6881 Utilities	124,242	129,318	65,813	63,505
SERVICES & SUPPLIES	1,719,096	1,657,663.00	843,623	814,040

Object	Description		24/25 Requested	County of Monterey	City of Salinas
7121	Taxes and Assessments	-	-		
7301	Cost Plan Charges	359,338	484,018.00	246,328	237,690
7303	Reimbursement Clearing	-	-		
7614	Operating Transfers Out	-	-		
	OTHER EXPENDITURES & REIMBURSEMENTS	359,338	484,018.00	246,328	237,690
7532	Vehicles	-	200,000	101,785	98,215
7533	Right-To-Use Expenditure -	3,600	3,600	1,832	1,768
7551	Construction In Progress	156,000	0		
	CAPITAL ASSETS	159,600	203,600	103,617	99,983
	TOTAL EXPENDITURES	5,368,601	5,576,614.00	2,838,067	2,738,547
4200	Animal Licenses	296,000	296,000	150,641	145,359
4300	Other Licenses and Permits	5,000	7,000	3,562	3,438
5560	Humane Services	14,000	14,000	7,125	6,875
5685	Adoption Fees	95,000	140,000	71,249	68,751
5750	Other Services and Non-Taxable	55,000	65,000	33,080	31,920
5870	Miscellaneous Revenues	17,000	18,000	9,161	8,839
5980	Contributions	20,000	20,000	10,178	9,822
	TOTAL REVENUE	502,000	560,000.00	284,997	275,003
	Net Cost	4,866,601	5,016,614	2,553,070	2,462,544
24/25 Augmentations			Total	County of Monterey	City of Salinas
#1	Capital Improvement Project		TBD	TBD	TBD
#2	Low Cost Mobile S/N Clinics		288,000	144,000	144,000
#3	Additional Staffing Requests		265,746	135,239	130,507

Regular Agenda Item 5.4

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: January 17th, 2024

SUBJECT: Review of requested augmentations

Recommendation:

It is recommended to consider and provide direction on staff regarding augmentations listed below to bring back to February regular meeting for approval.

Discussion:

The following augmentations are not included in the 24/25 budget estimate as require approval from the Board of Directors. Direction is needed for budget preparations.

Augmentation #1: Capital Improvement Project (major)

Augmentation #2: Low-Cost Mobile Spay/Neuter Clinics

Augmentation #3: Additional Staffing Requests

#1 Capital Improvement Projects - TBD

Major capital improvement projects to include additions or remodeling outside of normal operational needs are not included in this budget. Direction is needed as future expansion and growth of HRAS will require facility improvement and expansion. In February, the item tabled from November, "Receive report from Shelter Planners of America related to Shelter Expansion" will be on the agenda per Board direction and can be used to lead expansion and growth discussions as it relates to the facility.

In absence of expansion and growth needs, HRAS is reviewing improvement needs related to existing operations and services. Staff is currently working with Health Department Facilities on items and costs to include sewer system diagnostics, security cameras upgrade, pressure washer replacement and dog kennel/cat room improvements. Projects that fall outside of the anticipated building maintenance budget would be added to this augmentation.

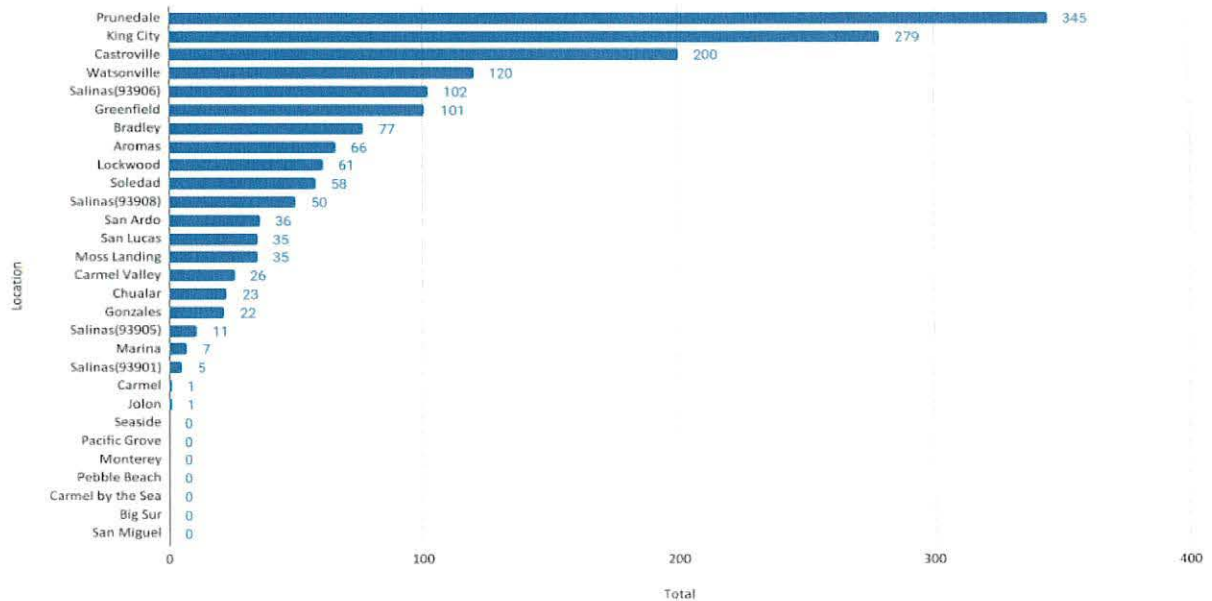
#2 Low-Cost Mobile Spay/Neuter Clinics for the public - \$288,000

Through HRAS, the City and County continue to provide low-cost mobile spay/neuter clinics for respective residents from one vendor, the SNIPbus. The SNIPbus is currently the only vendor available to provide the quantity of low cost spay/neuter clinics in this area to try to meet the needs of the respective communities. Local veterinarians are not able to offer low-cost services and also are not able to meet the needs as far as offering the quantity of services. The SPCA for Monterey County does operate a low cost spay/neuter clinic but is not able to meet the needs of the community and often has wait lists several months out. Currently the SNIPbus has over 90 dog and cat owners waiting for clinics and estimates trappers that need to spay/neuter about 500+ feral cats within the County of Monterey and Salinas.

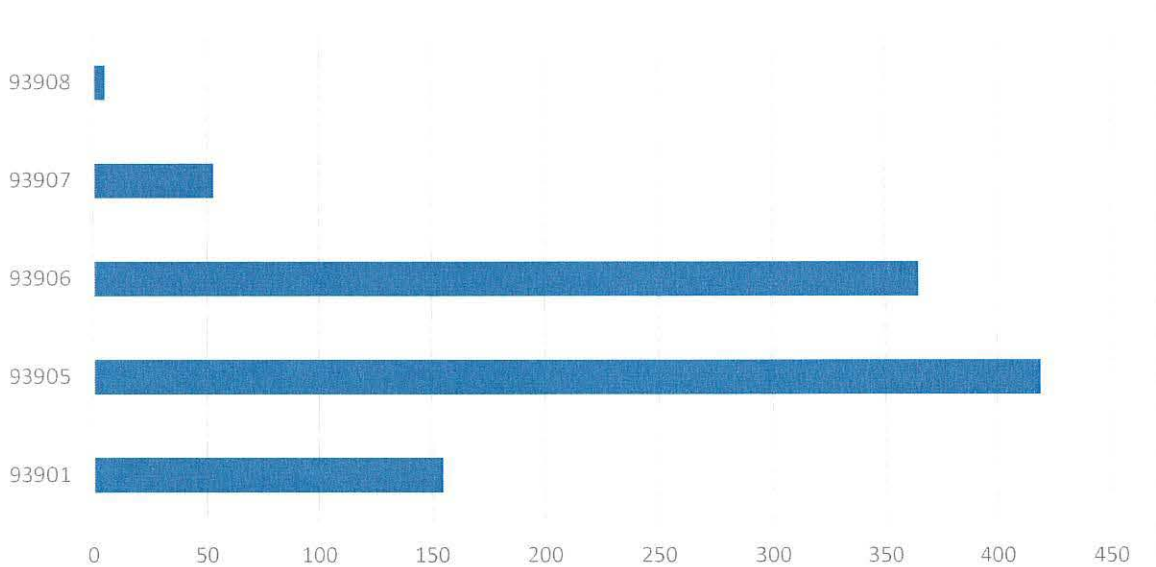
From 2020-June 2023, over 2300 dogs and cats were fixed in the City and County. See charts below, sorted by zip codes, that identifies where the services were performed.

January 2020 - June 2023 County Clinic Stats

2020-2023 County Clinic Stats



2021-June 2023 City of Salinas Clinic Stats



For the fiscal year 23/24, there have been 12 City of Salinas clinics and 10 County of Monterey clinics:

- 339 animals from the City of Salinas were spayed/neutered.
 - 114 dogs and 225 cats (39 feral)
- 301 animals from the County of Monterey were spayed/neutered.
 - 54 Dogs and 287 cats (240 feral)

There are estimated to be 17 more County clinics and 6 more City of Salinas clinics the remaining of this fiscal year which will spay/neuter approximately 680 more cats and dogs. The total cost for this fiscal year will be \$180,000 {\$108,000 (County) and \$72,000 (City)}.

Animal Service is requesting an augmentation of \$288,000 for a total of 36 County Clinics (3 per month) and 36 City Clinics (3 per month) to continue to provide mobile spay/neuter clinics for City of Salinas and County of Monterey residents. This is an increase from previous years and continues efforts to reduce the amount unwanted dogs and cats that end up at Hitchcock Road Animal Services and within the communities.

#3 Additional Staffing - \$265,746

Upgrade 0.5 OAI to 1.0 OAI - \$84,042

Animal Services has a need for basic customer services support from an OAI on a daily basis. With an average of 23.8 customers per day, it gets very busy and customers are often having to wait. This increase from 0.5 to 1.0 OAI will provide an additional customer service support during the entirety of open hours. This position is different from OA II and OA III in that it is primarily customer service and does not carry out more advanced tasks. For example, this position focus' on answering phones, operating the Waitwhile check in system, assisting customer as they come into the shelter.

Addition of 0.5 ACT I - \$60,693

Animal Services has a need for a 0.5 ACT I to support the Rescue Partner Transfer program. This position requires some animal handling as well as office related skills to assist in entering in animal data. Approximately 21% (over 900 in 2023) of all the animals that come to HRAS are transferred to a rescue partner. If approved, this position would be filled and one 0.5 OAI would become vacated, to minimize the cost.

Addition of 10 Educator/Volunteer Coordinator- \$121,011

Animal Services has a need for additional Educator/Volunteer Coordinator (EVC) to help expand our volunteer and community outreach efforts. Since COVID-19, we've had to rebuild our volunteer program and are now over 80 volunteers and growing. That current program, as it continues to grow, takes a great deal of management and coordination of our existing EVC. We also are growing our internal foster program to help provide positive, live outcomes to animals that had no other options as well as expanding our reach into our communities. We are at a point where we need an additional position to help oversee those programs so that we can continue to find positive, live outcomes for shelter animals. We have tried dividing up these different programs between other staff to include an Administrator, Supervisor and Senior ACT, however, none of the combinations has sufficient enough time and capacity to carry out these programs effectively.

For example, in 2021, we put 124 animals into our internal foster program, in 2022 we had 169 in foster and in 2023, we've had over 200 animals in foster care. Without an internal foster program, those animals most likely would have been euthanized. We are finding space in our rescue partner programs more limited and really need to build internal program to help find live outcomes for shelter animals when we can. A majority of the animals that we place into foster homes are eventually adopted. Each animal placed in foster care requires screening, interviews, training in some cases, follow ups and overall management and support to ensure they can keep the foster animal happy and also work to find a permanent home.

Now that we can be active in our communities, Animal Services wants to increase regular community events into normal operations. In fact, HRAS just received notice of a grant

award from UC Davis that includes approximately \$93,000 towards supporting additional community outreach events. Each event takes coordination, support and oversight to ensure it runs smoothly and current staff do not have sufficient capacity to take on additional events. Participating more within our communities allows for prime educational opportunities which serve to help our community with their pets, therefore reducing animals that need our services.

Regular Agenda Item 5.5

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: January 17th, 2024

SUBJECT: Review and discuss contract cities costs with applied JPA Formula

Recommendation:

It is recommended to review the cost analysis for current contract cities that utilizes the current JPA budgeting formula and provide direction to staff.

Discussion:

At the November 11th, 2023 meeting, staff presented a history on the costs paid by contract cities for the purposes of a discussion on adding new members to the JPA. It was requested, for budgeting purposes, prepare a cost analysis of services provided utilizing the current JPA budgeting formula.

For the discussion, currently HRAS has the following animal sheltering, licensing and or bite quarantine contracts:

Contract City	Term expiration	Services
Marina	30-Jun-24	Animal Sheltering
Greenfield	30-Jun-24	Animal Sheltering
CSUMB	30-Jun-24	Animal Sheltering, Bite Investigation
Del Rey Oaks	30-Jun-24	Animal Sheltering, Licensing
Carmel	30-Jun-24	Animal Sheltering, Licensing

The current JPA budgeting formula below was approved in April 2023, utilizing statistics from calendar years 2021 and 2022.

Impounds (50%) + Calls for Service (25%) + Licensing (25%)

Staff reviewed statistics for all contract cities and applied the above formula for several year periods. It should be noted that not all services are provided to all the cities so there are zeros in some columns such as licensing and field services. Only the County of Monterey and City of Salinas receive full services from the JPA at this time.

While the existing JPA formula is to be reviewed every 3 years, year 2023 was very busy and impactful to operations. Due to that, staff also looked at the calendar year 2023 and applied it to different years combinations. Calendar year 2023 was the first year that Field Services was provided to Salinas in its entirety and shows an increase in activities or field calls. Also, to note, a data clean up is currently in progress, specifically as it related to Licensing. Duplicate records,

temporary license tags and incorrect expiration dates are being cleared to get a truer reflection of the licensing program.

The Board may choose to review the formula data to include 2023 for the next fiscal year with a unanimous vote.

Percentages for Services for JPA Formula for all Cities

				Formula: Impounds (50%) + Calls for Service (25%) + Licensing (25%)
3 calendar year avg (21,22,23)				
	Impound	CFS	Licensing	FORMULA Totals
Salinas	56.59	40.93	38.15	48.065
County	35.85	59.11	58.32	47.2825
Marina	3.13	0	0	1.565
Greenfield	4.13	0	0	2.065
Carmel	0.09	0	1.06	0.31
DRO	0.18	0	2.28	0.66
CSUMB	0.05	0	0	0.025
	100.02	100.04	99.81	99.9725
2 calendar year avg (CURRENT 21,22)				
	Impound	CFS	Licensing	
Salinas	55.64	37.27	35.4	45.9875
County	36.82	62.73	61.05	49.355
Marina	2.89	0	0	1.445
Greenfield	4.25	0	0	2.125
Carmel	0.13	0	1.09	0.3375
DRO	0.24	0	2.47	0.7375
CSUMB	0.05	0	0	0.025
	100.02	100	100.01	100.0125
2 calendar year (22, 23)				
	Impound	CFS	Licensing	
Salinas	56.6	47.29	44.33	51.205
County	35.58	52.77	52.44	44.0925
Marina	3.23	0	0	1.615
Greenfield	4.34	0	0	2.17
Carmel	0.05	0	0.1	0.05
DRO	0.18	0	2.25	0.6525
CSUMB	0.04	0	0	0.02
	100.02	100.06	99.12	99.805

Summary using Current JPA Formula with 24/25 Proposed Budget (before augmentations):

Agencies	%	Current Model	%	3 Calendar Year Average (2021-2023)	%.	2 Calendar Year Average (2021 - 2022)	%.	2 Calendar Year Average (2022-2023)
City of Salinas	49.11%	2,463,544	48.08%	2,411,899	45.98%	2,306,727	51.31%	2,573,776
Monterey County	50.89%	2,553,070	47.30%	2,372,633	49.35%	2,475,640	44.18%	2,216,272
Marina			1.57%	78,532	1.44%	72,481	1.62%	81,177
Greenfield			2.07%	103,622	2.12%	106,590	2.17%	109,073
Carmel			0.31%	15,556	0.34%	16,929	0.05%	2,513
DRO			0.66%	33,119	0.74%	36,993	0.65%	32,797
CSUMB			0.03%	1,255	0.02%	1,254	0.02%	1,005
		5,016,614		5,016,614		5,016,614		5,016,614

As provided at the November meeting, the following fees have been paid by the contract cities in the last 3 fiscal years:

	FY20-21	FY21-22	FY22-23
City of Carmel by the Sea	480.00	800.00	239.00
City of Del Rey Oaks		1,760.00	1,195.00
City of Marina		37,200.00	27,050.00
City of Greenfield	16,320.00	24,800.00	35,661.00
CSUMB			239.00
Total	16,800.00	64,560.00	64,384.00

For the discussion of adding new members and contract cities, the JPA addresses in the following sections:

Section 2.10 New Members:

New agencies who receive all Animal Services described in Exhibit B shall have two (2) members on the Board, and new agencies who receive fewer Animal Services shall have one (1) Board member.

Section 6.7: Animal Services to Other Agencies:

The Agency may provide Animal Services to public agencies not a party to this Agreement, but only upon unanimous approval of the Board of Directors. Such Animal Services shall be by contract, executed by the Chair of the Board of Directors. The Board shall establish the amount of charge for the service, which shall be billed and paid quarterly. Charges will be set with the intent of recovering all operational, capital and maintenance costs expended by the Agency in providing the animal services to a particular agency, both annually and for prorated periods thereof.

Staff is requesting direction from the Board on adding additional JPA members vs contract cities and recommends a sub-committee to work with staff to further evaluation options before the next fiscal year.

Regular Agenda Item 5.6

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: January 17th, 2024

SUBJECT: Use of donations

Recommendation:

It is recommended to consider use of donations and to provide direction for staff for budgeting purposes below to bring back to February regular meeting for approval.

Discussion:

Section 6.3.2 in the JPA Agreement says that "Donations, both monetary and non-monetary shall be accepted by the Agency and shall be utilized by the Agency as approved by the Board of Directors".

Currently, Animal Services takes in the following types of donations:

- Monetary
- Animal Supplies and Pet Food
- Gift cards
- Grants

Monetary donations

Animal Services accepts monetary donations in person, by mail and online. These donations are utilized for specific items at times or for items needed by the department that the regular budget does not allow that may include volunteer program supplies, rescue or foster program supplies, pet food and program supplies. Monetary donations are not used for staffing costs. Staff and volunteers will hand write thank you cards for significant or special donations. Note: Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose

There are currently two line items that donations are accepted under:

- Donations – General
- Donations – Spay/Neuter

Donations listed under "spay/neuter" go towards supply costs for the spay/neuter clinic to offset the cost of services provided that are not able to have cost recovery on.

Donations listed under "general" are applied to operational needs as described above.

Animal Supplies

On a daily basis, members of the community will bring in new or used animal supplies and pet food/treats. These are typically purchased at local stores or through Amazon. HRAS does have an Amazon Wish List for specific pet supplies and food that are recommended. These supplies are utilized in the shelter for the animals as needed. Any animal supplies that can't be used for shelter animals are saved for the needs of community members as they need either through Field

Services or Customer Service. Animal Services does take in any prescription medications (current or expired). Animal Services does not currently track the amount of pet supplies donated, however, when Amazon wishlist items arrive with a tag to identify the donor, an acknowledgment is given.

Gift Cards

At times, community members will leave or send in a gift card for pet supplies. These are provided to the Animal Services Supervisor who will use these to purchase pet supplies needed at the time, such as kitten or puppy food and formulas. Receipts are kept for these purchases; however, Animal Services do not currently track the amount of gift cards donated and used. Hand written cards of acknowledgment are sent to significant donations.

Grants

As grants become available and capacity allows, staff will apply for applicable grants. There are also times when grants are awarded without an application being submitted. In the last 12 months, Animal Services has received or is process to receive:

- \$43,200 from UC Davis for shelter spay/neuter through SNIPbus (requested/fully used)
- \$1000 from UC Davis for People and Pets Art contest (unsolicited for general operations)
- \$5000 grant from Santa Cruz Community Foundation (unsolicited for general operations)
- \$225k from UC Davis for adoption and community events (requested/in process to receive)

Grants that are accepted for “general operations” will be utilized as general donations are used. Grants that are received for a specific program are used accordingly.

Animal Services has currently budgeted for \$20,000 in donations for the 23/24 budget year. As of mid-December, \$21,909.50 have been received. Animal Services will estimate for budgeting purposes \$20,000 for the 24/25 fiscal year.

5980	Contributions	20,000	21,909.50
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Staff if requesting direction on the use of these donations for budgeting purposes to bring back in February for approval.