



## Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA93908

Phone: (831) 769-8850 \* [www.hitchcockroadanimals.org](http://www.hitchcockroadanimals.org)

Cynthia Burnham

Animal Services Administrator

### Hitchcock Road Animal Services Agency

#### Board of Directors *Special Meeting*

March 28<sup>th</sup>, 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 2/21/24 Regular 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 Consider frequency and timing of the regular meeting schedule (Action item)

5.2 Consider adopting rates for JPA contract services. (Action item)

**6.0 ANNOUNCEMENTS AND ADJOURNMENT**

Next Regular Meeting: April 17<sup>th</sup>, 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.



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**Hitchcock Road Animal Services Agency  
Board of Directors Meeting Draft Minutes**

February 21, 2024 @ 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) Sonia De La Rosa, County Administrative Officer Tonya Erickson, Interim Director	Shane Strong, Deputy County Counsel Elsa Jimenez, Director Health Services Gabriela Gonzalez, Secretary Karla Tinajero, Treasurer Miriam Mendoza, Finance Manager III

**1.0 Call to Order and Roll Call**

**2.0 Approve Minutes from 1/17/24 Meeting** – *Director De La Rosa moved to approve the minutes. Chairperson Church second. Motion passed.*

**3.0 Consideration of Late Agendas or Changes to the Agenda** – *C. Burnham – presented changes to Items 5.8 Applications from Lizbeth Camacho, Connie Hicks & Kim Madolora.*

**4.0 Public Comment -**

*Public comment was opened. Public comment was taken and then closed.*

**5.0 Regular Agenda**

**5.1 Consider new 2024 Chair/Vice Chair for HRAS Board of Directors** – *Director Erickson De La Rosa moved to have Chairperson Church continue as Chair. Director Erickson second. Motion withdrawn. New motion by Director Erickson to table this item until the next meeting. Director De La Rosa second. Motion Passed.*

**5.2 Receive Operations Report and Statistics for November, December 2023 and January 2024)** – *AS Director C. Burnham presented. No public comment.*

**5.3 Receive Current Budget Status and Staffing Reports** – *K. Tinajero presented. Also, presented the process for grants, Memo to Board of Supervisors. No public comment.*

**5.3.1 Re-consider 6/29 action item related to mobile clinic augmentations and veterinary staffing** – *Chairperson Church moved to rescind and not fill current vacancies and continue with SNIP funding. Director De La Rosa second. Public Comment: Public comment was taken and then closed. Motion passed.*

**5.4 Receive updated report and consider adoption of Animal Services budget for 24/25 fiscal year and provide direction for updated augmentations** – *K. Tinajero presented. Director De La Rosa motioned to approve the budget to include augmentations of 72 SNIP Clinics (City 24, County 48), \$30K Overtime for ACO weekend coverage, Capital Improvement*

- Projects, additional staff OAI, ACT II, and EVC positions at half salary as safeguards and not fill until the board determines they can be funded, Vet & RVT. Chairperson Church second. Public comment – Public comment was taken and then closed. Motion Passed.*
- 5.5 Consider donation use policy – *Director De La Rosa motioned to approve the policy as presented. Director Erickson second. Public Comment: Public comment was taken and then closed. Motion Passed.*
- 5.6 Consider fee schedule and with proposed increases – *C. Burnham presented increases of 16%, these fees have not been included in baseline budget revenue. Director De La Rosa motioned to approve the fee schedule. Director Erickson second. No public comment. Motion passed.*
- 5.7 Committee Reports – *Director Erickson motioned to merge 5.7.1, 5.7.2 & 5.7.3. Director De La Rosa Second. Motion passed.*
- 5.7.1 Branding and Marketing Committee (Tonya Erickson )
  - 5.7.2 Data Quantification & Reporting Standards (Sonia De La Rosa/Carla Gonzalez)
  - 5.7.3 Advisory Application (Sonia De La Rosa/Tonya Erickson)
  - 5.7.4 JPA membership (Supervisor Church/Tonya Erickson) – *several meeting and discussions have been held. Current contracts will end at this fiscal year. Still determining what the methodology should be for cost recovery. Will be meeting with contract cities next month to include them in the decision for increase of fees and services to ensure cost recovery.*
  - 5.7.5 Advisory Committee (Mike Richards) – *C. Burnham presented, 1<sup>st</sup> meeting was on January 18, they have formed 3 sub committees, they still have 2 vacant positions, looking at City and County ordinances to possibly share/create synergy between the 2 agencies.*
- 5.8 Consider JPA member Advisory Committee applications for appointment – *Director Erickson motioned to accept Lizbeth Camacho as City Representative and hold further appointments until April. Director De La Rosa second. No public comment. Motion Passed.*
- 5.9 Receive Report from Shelter Planners of America related to Shelter Expansion and provide direction to staff. (Previously tabled from 11.15.23 meeting) – *Director Erickson requested to table item and have it brought back to future meetings. Public comment: Public comment was taken and then closed.*
- 5.10 Consider Zoom option for meetings – *Director Erickson motioned to table items 5.10 & 5.11. Director De La Rosa second. Motion Passed.*
- 5.11 Consider providing translator for meetings. *(See above motion)*

## **6.0 ANNOUNCEMENTS AND ADJOURNMENT**

Next Regular Meeting: April 17<sup>th</sup>, 2024 @ 4:30pm

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## **Special Agenda Item 5.1**

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** March 21, 2024

**SUBJECT:** Consider frequency and timing of the regular meeting schedule. (Action item)

### **Recommendation:**

It is recommended to consider the frequency and time of the regular meeting schedule.

### **Discussion:**

The current meeting schedule of the JPA Board is every other month from 4:30pm-6pm (April, June, August, October, December). Due to the nature of topics and related discussions that need to be had, the JPA Membership Sub-Committee recommended a discussion related to increasing the frequency and the timing of meetings in order to more efficiently conduct business.

## Special Agenda Item 5.2

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** March 21, 2024

**SUBJECT:** Consider adopting rates for JPA contract services. (Action Item)

### **Recommendation:**

It is recommended to consider adopting rates for JPA contract services.

### **Discussion:**

The Sub-Committee for JPA membership has met several times to gather information related to adding new membership as well as determining how to proceed with current contract cities and is seeking the Boards direction moving forward.

The Sub-Committee initially decided to look at current contract cities first as all 5 current contract cities have service agreements that expire June 30, 2024. In their review, the Sub-Committee kept in mind that Section 6.7 of the JPA agreement regarding providing Animal Services to other agencies identifies an “intent of recovering all operational, capital and maintenance costs....”

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.

Current Contract Cites and services provided include:

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 rates for the 5 contract cities are based on a per animal or service rate and have not historically been a shared percentage. Below are the current rates which were last updated in 2022 after an Animal Services fees study was conducted.

<b>Fees</b>	<b>Marina</b>	<b>Greenfield</b>	<b>Carmel</b>	<b>DRO</b>	<b>CSUMB</b>
Per stray/surrendered (up to 5 days)	239/animal	239/animal	239/animal	239/animal	239/animal
Extended holding (up to 10 days)	439 /animal	439 /animal	439 /animal	439 /animal	439 /animal
Additional holding over 10 days	40/day	40/day	40/day	40/day	40/day
Domestic Carcass disposal	25/animal	25/animal	25/animal	25/animal	25/animal
Emergency Medical Transport to vet	112/hr	112/hr	112/hr	112/hr	112/hr
ACO time for bite investigation-1 hr min.					112/hr
Rabies testing/medical	per fee schedule	per fee schedule	per fee schedule	per fee schedule	per fee schedule
Licensing*	n/a	n/a	set up as needed	set up as needed	n/a
<b>Notes</b>					
\$239 fee covers 5 days @ full board rate of \$40/day + impound fee					
\$439 fee covers 10 days @full board rate of \$40/day + impound fee					
\$40/day is full rate per animal as determined by MGT fee study					
Carmel and DRO licensing: County provides and maintains and retains all revenue. Set up or processing fees paid by City as applicable.					

The fees paid by the contracting cities in the last 3 fiscal years as presented at the January Board meeting:

	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>
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
<b>Total</b>	<b>16,800.00</b>	<b>64,560.00</b>	<b>64,384.00</b>

In reviewing of costs using the existing JPA formula, based on services provided, the following summary was provided of the increased costs to contract cities.

A. Current JPA formula with 24/25 proposed budget

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

<b>Agencies</b>	<b>%</b>	<b>Current Model</b>	<b>%</b>	<b>3 Calendar Year Average (2021-2023)</b>	<b>%. </b>	<b>2 Calendar Year Average ( 2021 - 2022)</b>	<b>%..</b>	<b>2 Calendar Year Average (2022-2023)</b>
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
		<b>5,016,614</b>		<b>5,016,614</b>		<b>5,016,614</b>		<b>5,016,614</b>

The Sub-Committee then looked at each service area individually: Clinic/Shelter, Field Services and Licensing to further explore a proportionate share of costs.

B. Proportionate Services Areas: 57% Shelter; 39% Field Services; 4% Licensing

	2 Year Average	Clinic/Shelter		2 Year Average	Field Services		2 Year Average	Licensing	Total
Salinas	56.58%	1,714,195.35		48.05%	981,547.60		44.05%	98,739.75	2,794,482.70
Unincorporated MC	35.61%	1,078,870.56		51.95%	1,061,215.35		52.76%	118,263.54	2,258,349.46
Greenfield	4.33%	131,185.33			-		0.00%	-	131,185.33
Marina	3.22%	97,555.83			-		0.00%	-	97,555.83
CSUMB	0.04%	1,060.39			-		0.00%	-	1,060.39
DRO	0.18%	5,301.95			-		1.45%	3,250.23	8,552.18
Carmel	0.05%	1,514.84			-		1.74%	3,900.28	5,415.12
<b>Total</b>	<b>100.00%</b>	<b>3,029,684.26</b>		<b>100.00%</b>	<b>2,042,762.95</b>		<b>100.00%</b>	<b>224,153.79</b>	<b>5,296,601.00</b>

In both summaries of cost, the increase to contracting cities is substantial. Specially DRO and Carmel have a larger percentage due to paying a proportion of licensing that historically had not been incorporated into service agreements. (Animal Services kept all revenues to cover costs).

On March 5<sup>th</sup>, the Sub-Committee met (via Zoom) with all 5 of the contracting cities via their Police Chiefs. In this meeting, staff presented the above information as draft estimates of costs as well as an overview of the current JPA status. From this meeting, staff gathered the following overarching themes:

- Cost is the deciding factor even though there is interest in participating.
- Costs are needed ASAP due to budget planning processes.
- CSUMB, as a state agency, is limited in JPA participation.

As follow-ups, Carmel has indicated if JPA membership is required or the increased costing structure applied, they would no longer be seeking our services due to the increase in costs. They are interested in continuing with a contract and current costing plan at this time.

The contract cities are awaiting a decision on the fees owed by them beginning July 1, 2024.

Staff is seeking direction at this time related to (1) what to do with 5 current contracting cities; and (2) what formula is applied if applicable. Below are options related to those questions:

Direction (1): What to do with 5 contracting cities?

1. Allow all contract cities agreement to expire and no longer provide services.
2. Extend current agreements for 1 year and increase fees comparable to the 16.25% that was implemented with fee schedule in order to maintain services and work on a costing plan that allows for a graduated increase of costs, with "intent" to recover all costs by next fiscal year.
3. Apply full formula as noted above. (See direction 2)

Direction (2): What formula is applied?

1. Apply formula A that is the current JPA membership to contract cities as well as JPA members as new agreement/amendments are completed.
2. Apply formula B of proportionate service areas to contract cities as new agreements/amendments are completed.

The Board is also able to provide other direction to staff as discussed.